



# St. Angela Merici Catholic School

*A Nationally Recognized Blue Ribbon School of Excellence  
An Ohio Recognized STEAM School*

## *Parent-Student Handbook*

**2023-2024**

20830 Lorain Road  
Fairview Park, Ohio 44126  
Phone: 440-333-2126  
School Website:

<https://www.samparish.org/school>

Parish Website:

<http://www.samparish.org>

**We are St. Angela Merici School, a Catholic faith community of diverse learners, committed to growth in mind, body and spirit, while striving toward collective and individual potential.**

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## Letter from Our Pastor

Dear Parents and Guardians,

**Happy 100<sup>th</sup> Birthday, SAM School Families!** Welcome to a most unique academic year at St. Angela Merici Parish and Schools! For this year, we are about to celebrate a centennial!

A century ago in A.D. 1923, a new journey of faith began for a small group of families and young children in an area known as Rockport Township and Fairview Village. For in that year on April 3, 1923 in the Diocese of Cleveland, Fr. Francis J. Stanton received a letter from Bishop Joseph Schrembs appointing him as the founding pastor of a new parish west of the Rocky River. The new parish would be called St. Angela Merici. On Sunday, May 13<sup>th</sup>, Fr. Stanton stood like a new shepherd before his family to offer Mass for the very first time. With zeal and enthusiasm, the founding parishioners with their pastor built a church for the worship of God. But they didn't stop there. In their planning, the people of this new faith community also built classrooms so that their children – and future generations like you – would be given the gift of a Catholic education. On the bedrock of those humble beginnings we stand today.

What a century it has been! And in this challenging environment of the 21<sup>st</sup> Century, some may ask, *“Why do we still make sacrifices for a school? Why is Catholic education so important?”* The simple and clear reason has never changed in 100 years: Out of love for your children! Buoyed by the long history of successful Catholic schools, we continue to offer strong academic results and the formation of faith-filled students to be good citizens and stewards of their community. This is our constant vision of service. Yes, our world has changed irrevocably. However, the vision of helping your young ones to become who God meant them to be has never faltered. Our mission is to partner with you in your vocation as parents. Together, this ministry of value-centered Catholic education is not only good – ***it is key! And in many ways it is even more critical today than ever before.*** In this protean world, Catholic schools are perhaps the most vital investment we can make – a life-long gift to those you love.

I'm not sure if my predecessor, Fr. Stanton, would recognize our campus today in this fast-paced 'metaverse'. But I am sure that he would applaud your choice to be a part of our SAM and Bruin community. He would give thanks to God for our exceptional school leaders and staff and would smile at seeing our singularly unique combination of Pre-School, Lower School, and Upper School. I'm sure our first pastor joins me as the 8<sup>th</sup> pastor in witnessing that each student is welcomed and loved for the person he or she is. Such a Spirit-filled foundation promises a new century of success. **Your family is an integral part of this history and future.** May God bless our new century with new dreams and memories to come! Thank you for choosing St. Angela Merici. Oremus pro invicem. Soli Deo Gloria!

Fr. Michael J. Lanning, pastor

## A Letter from Our Principals

Dear Families,

**Welcome to a new school year with our Upper and Lower School continued implementation!** For more than 100 years, we here at St. Angela Merici Catholic School have been providing an excellent Catholic education for the families of Fairview Park and the surrounding communities. We continue to utilize current trends in education and 21<sup>st</sup> Century learning to cater our teaching practices to foster growth in our students. What began as four classrooms in the back of our church so many years ago has blossomed into the St. Angela Merici School we know and love today.

As a National Blue Ribbon School of Excellence and a STEAM designated school through the Ohio Department of Education, St. Angela Merici Catholic School continues to build on the outstanding academic programs and extracurricular activities available to our students, allowing us the opportunity to partner with you in the faith development and academic development of each and every child. **We look forward to continuing to foster a personal approach to your child's educational journey, building the foundation for learning avenues ahead.**

With our Catholic faith to guide us, we are ready to meet the challenges and adventures that await all of us this year. We look forward to the many possibilities and opportunities that present themselves as we bring our new mission *"We are St. Angela Merici School, a Catholic faith community of diverse learners, committed to growth in mind, body and spirit, while striving toward collective and individual potential,"* to life. Our faculty and staff are eager, willing, and ready to help our children explore the multitude of approaches to learning! As we journey together through the upcoming year, I pray that God will guide and bless all of us as we use our gifts and talents to help our children develop into the unique life-long learners that they will continue to become.

Here's to an engaging 2023-2024 school year ahead!

In Christ,

*Mrs. Elizabeth Andrachik,*  
Lower School Principal

*Mrs. Lisa Whelan,*  
Upper School Principal

## **The Catholic School Graduate Is**

### **A faith filled disciple of Christ who is:**

Called by Baptism and nourished by the Eucharist;  
Active in the Sacramental life of the church through weekly participation in the  
Eucharist and regular participation in Reconciliation;  
Centered in Gospel Values;  
Prayerful.

### **Christian leader who is:**

A decision maker whose conscience is formed by the teachings of the Catholic  
Church;  
A witness to the faith;  
A person of integrity;  
Respectful;  
Committed to justice;  
Collaborative;  
A community leader;  
A steward of the environment;  
Active in parish life.

### **A centered well-rounded person who is:**

Self confident;  
Self-disciplined;  
Open to growth;  
Responsible;  
An active productive citizen.  
A loving person who is:  
Compassionate;  
Kind;  
Forgiving;  
Appreciative of diversity;  
Welcoming;  
A peace-filled mediator;  
Respectful of the talents and abilities of others.

### **A life-long learner who is:**

Articulate;  
Creative;  
Technologically literate;  
Academically and spiritually competent;  
A critical thinker;  
A problem solver.  
A healthy person who is:  
Respectful of life;  
Practicing good health habits;  
Committed to reaching one's full potential;  
A good sport.

**St. Angela Merici School Prayer**

*Dear God,  
We praise you and love you above all else.  
Teach us to care for each other.  
Guide our work and bless our play.  
Keep our families close to You.  
Open our hearts and our minds  
to know Your will and live our faith.  
We ask these things through the intercession of our patroness,  
St. Angela Merici.*

*Amen.*



# St. Angela Merici School Staff Directory

## Telephone Numbers

School Office 440-333-2126  
School Attendance Line 440-333-2126, *ext. 147*  
School Cafeteria 440-333-2126, *ext. 148*  
School Maintenance 440-333-2126, *ext. 140*  
School Health Office 440-333-2126, *ext. 152*

Parish Center Office 440-333-2133  
Parish Fax 440-333-8061  
Business Office 440-333-2126, *ext. 112*  
Bookkeeper 440-333-2126, *ext. 113*

## Pastor and Parochial Vicar

Pastor Fr. Michael J. Lanning [pastor@samparish.org](mailto:pastor@samparish.org)  
Parochial Vicar Fr. Richard Samide [frsamide@samparish.org](mailto:frsamide@samparish.org)

Deacons Deacon Jim Agrippe  
Deacon Erick Lupson

## Religious Education and Liturgical Music Ministries

PSR Co-Coordinators Mrs. Patti Horner (K-5) [fristucharist@samparish.org](mailto:fristucharist@samparish.org)  
Mr. David Becker (6-8), *ext. 116* [dbecker@samparish.org](mailto:dbecker@samparish.org)  
First Eucharist Coordinator Mrs. Patti Horner [fristucharist@samparish.org](mailto:fristucharist@samparish.org)  
Confirmation Coordinator Mrs. Caitlin Smith [confirmation@samparish.org](mailto:confirmation@samparish.org)  
Youth Ministry (YOSA) Mrs. Maureen Adler, *ext. 120* [yosa@samparish.org](mailto:yosa@samparish.org)  
Parish Music Minister/Children's Choir Mr. Danny O'Brien [dobrien@samparish.org](mailto:dobrien@samparish.org)

## School Leadership Team and Administration

Principals Mrs. Elizabeth Andrachik, *ext. 146* [mrsandrachik@samschool.net](mailto:mrsandrachik@samschool.net)  
Lower School Principal (K-5)  
Mrs. Lisa Whelan, *ext. 149* [mrswhelan@samschool.net](mailto:mrswhelan@samschool.net)  
Upper School Principal (6-8)  
Administrative Assistant Mrs. Jessie Weiss, *ext. 143* [mrsweiss@samschool.net](mailto:mrsweiss@samschool.net)  
Attendance Line, *ext. 147* [office@samschool.net](mailto:office@samschool.net)  
Auxiliary Services Mrs. Kathleen Bryda, *ext. 144* [kbryda@fairview.k12.oh.us](mailto:kbryda@fairview.k12.oh.us)  
Extended Day Care Mrs. Gabriella Isabella, *ext. 157* [extendedcare@samschool.net](mailto:extendedcare@samschool.net)  
Nutrition Services Supervisor Mrs. Danyelle Anderson, *ext. 148* [mrsanderson@samschool.net](mailto:mrsanderson@samschool.net)

## Preschool Leadership

Preschool Director Mrs. Christina Kutz, *ext. 155* [preschool@samparish.org](mailto:preschool@samparish.org)

## **School Faculty and Staff**

### ***Lower School Team***

Kindergarten.....	Mrs. Rebecca Arseno Mrs. Sarah Bobko	<a href="mailto:mrsarsena@saschool.net">mrsarsena@saschool.net</a> <a href="mailto:mrsbobko@samschool.net">mrsbobko@samschool.net</a>
Grade 1.....	Mrs. Lindsey Close Mrs. Rachel Rhein	<a href="mailto:mrsclose@samschool.net">mrsclose@samschool.net</a> <a href="mailto:mrsrhein@samschool.net">mrsrhein@samschool.net</a>
Grade 2.....	Mrs. Allie Koscianski-Camardo Ms. Caitlin Wasilko	<a href="mailto:misskoscianski@samschool.net">misskoscianski@samschool.net</a> <a href="mailto:mswasilko@samschool.net">mswasilko@samschool.net</a>
Grade 3.....	Ms. Marie Ciolek Mrs. Samantha Reis	<a href="mailto:mscioclek@samschool.net">mscioclek@samschool.net</a> <a href="mailto:mrsreis@samschool.net">mrsreis@samschool.net</a>
Grade 4.....	Mrs. Eileen Augustin Mrs. Cynthia Timmons	<a href="mailto:mrsaugustin@samschool.net">mrsaugustin@samschool.net</a> <a href="mailto:mrstimmons@samschool.net">mrstimmons@samschool.net</a>
Grade 5.....	Mrs. Kathleen Bouley Ms. Sarah Weekly	<a href="mailto:mrsbouley@samschool.net">mrsbouley@samschool.net</a> <a href="mailto:msweekly@samschool.net">msweekly@samschool.net</a>

### ***Upper School Team***

Grade 6.....	Mrs. Amy Lally Mrs. Pattianne Ruccella	<a href="mailto:mrsally@samschool.net">mrsally@samschool.net</a> <a href="mailto:mrsruccella@samschool.net">mrsruccella@samschool.net</a>
Grade 7.....	Mr. Patrick Roman Mr. Michael Timmons	<a href="mailto:mrroman@samschool.net">mrroman@samschool.net</a> <a href="mailto:mrtimmons@samschool.net">mrtimmons@samschool.net</a>
Grade 8.....	Mrs. Jill Ruiz Mrs. Erin Brian	<a href="mailto:mrsruiz@samparish.org">mrsruiz@samparish.org</a> <a href="mailto:mrsbrian@samparish.org">mrsbrian@samparish.org</a>

### ***Special Subjects Team***

Technology (K-2).....	Mrs. Megan Kostura	<a href="mailto:mrskostura@samschool.net">mrskostura@samschool.net</a>
(3-5).....	Mrs. Kristine Donelon	<a href="mailto:mrsdonelon@samschool.net">mrsdonelon@samschool.net</a>
Wellness/PE (K – 8).....	Mrs. Brigid Chambers, ext. 127	<a href="mailto:mrschambers@samschool.net">mrschambers@samschool.net</a>
Music (K – 8).....	Ms. Ceste Stanly	<a href="mailto:missstanly@samschool.net">missstanly@samschool.net</a>
Library/Media (K-8).....	Mrs. Jessie Weiss	<a href="mailto:mrsweiss@samschool.net">mrsweiss@samschool.net</a>
Visual Art (K – 8).....	Mrs. Megan Kostura	<a href="mailto:mrskostura@samschool.net">mrskostura@samschool.net</a>

### ***World Language Enrichment***

Spanish (K – 8) .....	Viva Spanish Teacher	<a href="mailto:senora@samschool.net">senora@samschool.net</a> <a href="mailto:sspanish@fairview.k12.oh.us">sspanish@fairview.k12.oh.us</a>
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### ***Auxiliary Services***

Gifted/Talented.....	Mrs. Kristine Donelon	<a href="mailto:mrsdonelon@samschool.net">mrsdonelon@samschool.net</a>
Intervention		<a href="mailto:sintervention@fairview.k12.oh.us">sintervention@fairview.k12.oh.us</a>
Psychologist		<a href="mailto:sampsych@samschool.net">sampsych@samschool.net</a>
Health Aide		<a href="mailto:healthaide@samschool.net">healthaide@samschool.net</a>
Speech		<a href="mailto:sspeech@fairview.k12.oh.us">sspeech@fairview.k12.oh.us</a>
Literacy Coach/Remedial Reading Tutor...Colleen Malloy		<a href="mailto:mrsmalloy@samschool.net">mrsmalloy@samschool.net</a>

<b><i>Band</i></b> .....	Mr. Jason Werden	<a href="mailto:jwerden@musicallianceinc.org">jwerden@musicallianceinc.org</a>
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# Saint Angela Merici School

## Mission Statement

We are St. Angela Merici School, a Catholic faith community of diverse learners, committed to growth in mind, body and spirit, while striving toward collective and individual potential.

## We Believe...

We are called as students, teachers, families, and a Catholic community to...

- Serve others as stewards of God's creation
- Develop and nurture collaborators, creators, communicators, and critical thinkers
- Embrace diversity as a reflection of God's love for all
- Foster growth mindset
- Guide students in reaching their full academic potential in preparation for a global future

## Accreditation

St. Angela Merici School received full accreditation from the Ohio Catholic Schools Accreditation Association (OCSAA) in May 2023. Our school meets or exceeds all OCSAA Standards and all State of Ohio Department of Education Standards. In addition, all educators at our school possess and maintain the appropriate certification or licensure required by the Ohio Department of Education and all Catechetical Certification requirements required for teaching religion as set forth by the Diocese of Cleveland and the OCSAA. Currently we have completed our internal and external validation(2022-23) and will be implementing our Academic Performance and Catholic Identity Goals to start the 2023-24 school year ahead.

### **OCSAA School Improvement Plan (2023 - 2028)**

St. Angela Merici School's School Improvement Plan goals are as follows:

1. **Catholic Identity Goal:**  
*Students will grow in their knowledge and practice of the Catholic Social Teachings of Stewardship and Service.*
2. **Student Performance Goal:**  
*As 21st Century communicators, students will increase written communication skills through building a schoolwide community of writers.*

# Admissions Policy

St. Angela Merici School is a Catholic elementary school created to provide an excellent Catholic education for the children of St. Angela Merici parishioners. *No child is refused admission because of race, creed, or national origin.*

## Re-registration

Students who are currently enrolled in the school are automatically accepted for the following school year for grades 1–8 unless removed for cause or for the family's failure to meet tuition responsibilities. Re-registration for current students for the upcoming school year is conducted in late winter. Tuition Agreements are sent from the Business Office in the Spring and a student is considered re-registered once the Tuition Agreement is signed, returned and the registration fee is paid.

## Preferred Kindergarten Registration (New Students of Current Families)

In January, current St. Angela Merici families (both school and preschool) will be given an opportunity to register new kindergarten students from their family during the Preferred Registration before Open Registration begins for new families. Preferred Registration forms are sent home via the school office to current families. For Kindergarten students, children must be five years of age by August 1st. There is a \$45.00 Kindergarten fee due at the time of Kindergarten registration.

## Open Admissions (New Families)

Open Admission for new families to St. Angela Merici School begins at Open House during Catholic Schools Week. Since there are a limited number of spaces available at each grade level, the following guidelines and criteria are followed regarding admittance of new students to the school.

1. Preference is given to registered parishioners of St. Angela Merici Parish with children already in attendance in the school.
2. Next, preference is given to registered parishioners of St. Angela Merici Parish with children already in attendance in the preschool.
3. Then, preference is given to families who are active parishioners and are financially supportive of the parish.
4. Finally, non-parishioners and non-Catholics may be admitted with the approval of the pastor.

All necessary forms, copies (*i.e. admissions application, the child's birth certificate, baptism certificate, immunization records, and court custody documents, if applicable*) and the \$45 kindergarten fee must be submitted in order to be considered for admission.

Students in grades 1 – 8 may apply for transfer admission into St. Angela Merici School and may be admitted conditionally only after all academic, religious instruction, behavior/discipline, standardized testing, special services including evaluations and health records are received and reviewed by the school administration. All transfer students are admitted conditionally for the duration of the first school year and must transfer from a fully accredited school.

The final decision regarding admittance and re-admittance into St. Angela Merici Parish School is made by the Pastor in collaboration with the Principal.

### **Withdraw Policy**

The school office must be informed, in writing, when a student withdraws from St. Angela Merici School. The Permission to Release Records form with parental signature must be received in the school and all financial obligations must be paid in full before the school office releases student records (including student records to high schools). All permanent records will be sent DIRECTLY to the school of record release. Permanent records will NOT be released to a parent or guardian.

## **Tuition**

### **St. Angela School Tuition Policy**

1. The tuition rates for the upcoming school year will be announced by early spring.
2. Parents and guardians will be notified of tuition rates from the Business Office.
3. In order to receive Report Cards and/or maintain Gradelink progress report access, all financial obligations must be current.
4. Families requesting financial assistance must complete the PSAS Financial Aid form by the deadline.
5. Any special arrangements to meet financial obligations must be made through the business office.

St. Angela Merici Parish community is committed to providing a Catholic education to those families who desire a Catholic education. This includes possible financial assistance through EdChoice Expansion Scholarships and Cleveland Scholarships through the state of Ohio. We also have our Guardian Angel Fund to those who demonstrate legitimate financial need. Please contact our Parish Business Manager for consideration. Of course, decisions regarding tuition assistance are confidential.

### **Tuition and Fees For 2023-2024 Grades K – 8, Full Day**

<b>Children</b>	<b>Per Child</b>	<b>Family Total</b>
One Child	\$6,165	\$6,165
Second Child	\$6,165	\$12,330
Third Child	\$6,165	\$18,495
Fourth Child	\$6,165	\$24,660

**All families are encouraged to participate in our yearly school and Parish fundraisers.**

### **Fees**

\$200 per Family Registration Fee (K-8)

\$ 100 per Family Technology Fee (K-8)

\$ 45 Kindergarten Fee

### **Payment Options**

1. Payment in full at Welcome Back Day.
2. Two equal payments at Welcome Back Day and on January 10<sup>th</sup>.
3. Twelve (12) monthly tuition payments beginning August through July paid through FACTS Tuition Management.

## **Faith Formation Programs**

The primary purpose of St. Angela Merici School is to provide an atmosphere in which our students can grow in their Roman Catholic faith and in which students can learn and grow in an environment infused with lived Gospel values and Catholic social principles. Since the primary faith educators of children are the children's parents, St. Angela Merici School acts as an extension of the Catholic home in supporting the parents' instruction of Catholic values and love for the Eucharist.

### **Religious Education**

Catholic ideas and Gospel values permeate instruction throughout the school day and are not limited to the students' religion class. Our students receive religious instruction for a daily minimum of 30 minutes in grades K through 5 and a daily minimum of 40 minutes in grades 6 – 8. In addition, our pastor, parochial vicar, deacons, and religious visit classrooms regularly to enrich religious instruction. Religion instruction, including a Catholic understanding of human sexuality, follows the Diocese of Cleveland's Religion Curriculum.

### **Liturgical Celebrations**

St. Angela Merici School provides liturgical and other worship opportunities for the school community. Liturgical, sacramental, and prayer opportunities include All School Masses, Level Masses, Reconciliation, Eucharistic Devotions, Stations of the Cross, May Crowning, and seasonal prayer services. The published school calendar will list the liturgical events for the month. In addition, our students are active in the preparation and planning of School Masses. They serve as lectors, ushers, and present the gifts. Parents and families are most welcome to join us in these celebrations.

### **Student Service Opportunities**

Our school provides students of all grade levels with Catholic service opportunities through the school year. Through these opportunities, students are given an opportunity to live the message of Catholic social justice and compassion through various service programs.

### **Sacramental Preparation**

The religion program offers the opportunity to prepare for the sacraments of First Reconciliation and First Eucharist in the second grade and Confirmation in the eighth grade.

### **Faith Families**

Our Faith Families Program gathers students in grades K - 8 with students of different grade levels. Our goal for this program is to foster and create a sense of community through developing multi-age friendships. In addition to praying for one another and gathering once a month, Faith Families come together in activities such as Prayer Services, Class Mass and planning, service activities, and community-building activities.

### **Positive Power Crew**

Our school offers a Positive Power Crew as a means to assist students in promoting positive school culture, kindness, empathy, and compassion. Students in Grades 5-8 on the Positive Power Crew will assist in developing Faith Family activities monthly, spread kindness through school-wide initiatives during the year, and utilize a multitude of ways in which to recognize those walking in the footsteps of Jesus.

### **Retreats**

Our faith formation experiences extend outside of the classroom walls. St. Angela Merici eighth grade students experience an off-site leadership retreat during the school year in the fall. Our second graders, in preparation for their First Eucharist, join our PSR students in our Jesus Day retreat. The eighth graders, along with our PSR students, participate in our Spirit Day Retreat. Our sixth graders travel off-site to Camp Christopher for leadership building experiences. Also, all students participate in a Holy Thursday Retreat at the end of Lent in celebration of the Institution of the Eucharist.

### **Liturgical Ministries for Students**

We encourage our students to serve Christ and live their devotion to the Eucharist as an Altar Server (grades 6–8) and in the Children’s Choir (grades 1 –8). Watch the church bulletin and Bruins Bulletin for details on these special ministries.

### **Parish Faith Formation Programs**

In addition to school faith formation programs, students and their families have many faith formation opportunities through St. Angela Merici Parish. A few of the opportunities offered include:

- **Coming 2024! ~ Family Mass** is a PSR and Day School partnership in which the families of a specified grade level come together to plan and participate in a Sunday Mass. Family Masses are scheduled once a month during the school year at the 9:30 am Mass.

# Academic Programs

St. Angela Merici School follows the Curriculum of the Diocese of Cleveland that meets State of Ohio Standards and OCSAA Standards. Textbooks and other learning resources are selected in order to meet the needs of our students and the curriculum requirements.

## Core Academic Curriculum

Students at St. Angela Merici School participate in learning experiences in the following core academic subjects:

- Religion/Theology
- Language Arts, *which includes reading, spelling/vocabulary, phonics (K – 3), English and handwriting*
- Mathematics
- Science and Health
- Social Studies

## Special Subjects Curriculum

Our students, also receive regular instruction in the following special subjects as part of our academic program and curriculum:

- Physical Education
- Music
- Visual Art
- Technology
- Library/Print Media Literacy

## World Language Enrichment Programs

In order to enrich our students' educational experience, St. Angela offers the following world language opportunities:

- Spanish (K – 8)

## Library/Media Center

Students have a regularly scheduled library period and are free to check out books. A fine is issued for each overdue book. Charges for lost or severely damaged books equal replacement costs.

## Literacy Enrichment Programs

Reading skills and the enjoyment of reading is critical for development of a lifelong learner. To promote literacy skills and enjoyment, St. Angela students participate in several programs to engage the developing reader.

- **IXL** ~ Our students in grades K-8 have the opportunity to utilize this web based program for reinforcement of skills in the areas of Language, Reading, and Math. This program will allow our teachers to meet the needs of our many learners in and out of the classroom.
- **Book Buddies** ~ Our emerging first grade readers partner with our preschoolers during the second semester. This partnership allows our first graders to build confidence in reading while providing positive peer modeling of reading to preschoolers.
- **Summer Reading** ~ Our Summer Reading Program provides students the opportunity to practice reading skills over the summer. Students are assigned a book list for their grade level to assist in the selection of age appropriate books.

## 21<sup>st</sup> Century Learning: Technology Resources

In today's digital age, students must possess technological literacy to be prepared for the future. St. Angela Merici School has a wide-range of state-of-the-art technological resources to enhance teaching and student learning. Our technology program includes:

- **iPads** have been acquired as part of a comprehensive program to integrate the use of the new tablet technology in the development of core literacy and 21st Century skills in grades kindergarten through grade 4.

- **Chromebooks (Grades 3-8)**

Chromebooks are the property of the school and are to be treated with respect and care. Third through sixth grade Chromebooks are not to leave the school building without signed permission from the parents to the school. Seventh and Eighth grade Chromebooks are to be taken home, charged and brought back to school each day. Chromebooks fall under the Acceptable Use Policy (AUP) and should not be used for personal use at home. Example, watching Netflix, Pandora, Youtube, Game apps, etc. As of January of 2022, we have implemented a filtering software, GoGuardian, on all student devices as another layer of protection for our school community. Any device damage that does not fall under our maintenance agreement will be the responsibility of the student/parent(s).

- **Mac Laptop Cart** can be used either in the Laptop Technology Lab or in the classrooms.
- **Mac Technology Lab** with over 30 desktop iMacs for use during technology class. In addition, teachers may sign-out the technology class for their students to do research or other learning activities.
- **ActivPanels** (interactive whiteboard) are in each classroom and work in conjunction with iPads and Chromebooks in lower and upper schools.
- **TInspire graphing calculators** are used in our middle school pre-algebra and algebra coursework.
- **Broadcast Studio** allows our student production team to broadcast both audio and video for morning announcements.
- **Online interactive textbooks** are available for our students to use at home and at school when necessary.
- **Various software programs** are available for use on all computers which includes IXL, Google Platform, Microsoft Office, iMovie, iWeb, iTunes, iPhoto, Kidspiration and other learning software packages.

In addition, we provide parents and students with Gradelink for online grades, communication, and assignments.

# Homework Policies

Homework is assigned by teachers at every grade level in order to enhance, to provide practice or to extend classroom learning. Homework can be assigned nightly and may be assigned over the weekend or during vacation periods. The length of homework assignments depends on several factors such as the initiative of the student, the ability of the student, the type of assignments given, and the environment in which homework is completed.

In addition, homework assists students in developing a sense of responsibility, dependability, and time management skills. Students are responsible for recording their homework assignments in their assignment notebooks, bringing all necessary materials home, and completing homework assignments on time and to the best of their ability. Although completion of homework is the student's responsibility, parents should provide an environment at home that encourages responsible completion of assignments and to review or check assignments as needed. Providing a definite time and a quiet place for homework completion assists students in developing good study habits.

Individual teacher and/or grade level expectations and policies regarding homework completion, and incomplete or missed assignments will be communicated to students and parents at the beginning of the school year. **Please note that extracurricular activities are not accepted as an excuse for incomplete or missed assignments.** Each teacher's consequences for incomplete or late homework will be communicated in their homework policies and may include, but are not limited to: reduction of assignment grade, parent notification, a Responsibility Detention, loss of free time or minor privileges, and/or a parent-student-teacher conference to develop a plan to improve student accountability and to promote academic progress.

## Upper School Notes (6-8):

### Assignments

- At least 1-1½ hours should be spent each night completing homework.
- All written work must be done in neat and legible handwriting, per teacher direction.
- **A deduction of 20% per day may be taken for late assignments.**
- Incomplete or sloppy work will be penalized (it is the student's responsibility to always turn in his/her best work, using his/her best effort).
- Missing assignments or tests will revert to zero if not made up within a reasonable period of time (designated by the teacher).

### Make Up Work Due to Student Absence

Although assignments can be completed and teachers are willing to give assistance as needed, the daily classroom interaction between students and teachers cannot be duplicated. Students, with the assistance of their parents, are responsible for completing work missed during any absence from school. During unexcused absences, students will not receive credit for completing missed assignments and will receive zeroes for all work missed during an unexcused absence. **Ultimately, the absent student has the responsibility for finding out missed assignments, obtaining books and materials, and making up the missed work.**

### Tests, Classwork, and Homework Missed Due to Absence

- **If a test was already scheduled and communicated to the students prior to the student's absence they will be required to complete the test on the day of their return.**
- **Any missed work is to be turned in the day following your return, unless other arrangements are made with the individual teacher.**

- Work should be obtained from the study buddy on the evening of the absence and completed for the next day, if possible.
- If the student is unable to complete the work, he/she should see the teacher **before** the start of the class to make other arrangements.
- A student who misses all or part of a class for any reason (e.g. serving, band, medical appointment, etc.) is responsible for all missed class activities or assignments due that day.
- **Check Gradelink for classwork and homework updates.**

### Study Buddy

- Students in the Upper School should find someone who is in most of your switches to serve as your study buddy. The person you select will be responsible for gathering your work, notes, assignments, and books for you in your absence.
- Choose someone reliable for your study buddy.
- Be sure to have an alternate study buddy in case your designated study buddy is absent the same day you are.

### Absent Homework Pick-up times

- Parents may pick up student work on the day of the absence between 2:30 and 3:00, if the work was not taken by the study buddy, sibling, or neighbor.

### Cheating and Plagiarism

- Upper School students will receive a disciplinary detention and a zero on the assignment if the work is not the original work of the student. This applies to the cheater and “cheatee” (one who provides work).
- The consequence for a second offense for cheating is a meeting with the principal/designee and the student’s parents.
- Plagiarism will be dealt with on a case-to-case basis and consequences will depend on the degree of severity (as identified in the Student-Parent Handbook).
- If there is a question about the authorship or originality of student performance on an assignment, the teachers and administration reserve the right to have a student complete the assignment in a monitored environment after school. If the work is not compatible, the student will receive a zero and a student/parent meeting will be scheduled.
- **Sharing of Google platform documents is strictly prohibited, unless otherwise stated by the teacher, and will lead to disciplinary action deemed necessary by faculty and administration.**

# Assessment of Academic Performance

## Report of Student Progress

In order to provide parents with feedback on their child's achievements, St. Angela Merici School provides parents with:

- Internet-based Gradelink grade progress reports with regular updates
- Report cards that are posted quarterly in grades K – 8 (**Final report cards are sent home via mail**)

## Grading Scale (Grades 4 – 8)

St. Angela Merici School uses the grading scales recommended by the Diocese of Cleveland as listed below. Teachers will communicate to students and parents at the beginning of the year which scale will be used in their classroom.

### Letter Grading Scale:

100-98	A+
97-95	A
94-93	A-
92-90	B+
89-87	B
86-85	B-
84-82	C+
81-79	C
78-77	C-
76-75	D+
74-72	D
71-70	D-
69-0	F

### O, S, NI, U Scale:

O (Outstanding)	93-100%
S+	87-92%
S (Satisfactory)	79-86%
S-	76-78%
NI (Needs Improvement)	70-75%
U (Unsatisfactory)	0-69%

### Conduct and Effort Scale

O	Outstanding
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

## Honor Roll Policy for Grades 5-8

Students in grades 5-8 have the opportunity to be recognized for academic excellence through our Honor Roll Program. Students must achieve the following to be eligible for Academic Honors:

<b>The 4.0 Club</b> .....	<b>combined average of 4.0-4.3 GPA</b>
<b>First Honors</b> .....	<b>combined average of 3.8-3.99 GPA</b>
<b>Second Honors</b> .....	<b>combined average of 3.5-3.79 GPA</b>

To be eligible for First or Second Honors, only Outstanding and Satisfactory are acceptable in effort, and conduct. Conduct and Effort must be an O, S+, or S to be recognized on Honor Roll. A student receiving Academic Honors may not have a Needs Improvement (NI) or Unsatisfactory (U) mark.

## Honor Roll Determination ~ Computation of Combined Academic GPA

The combined academic grade point average (GPA) is computed from all graded subjects.

The points assigned to each grade are as follows:

A+ = 4.3	B+ = 3.3
A = 4.0	B = 3.0
A- = 3.7	B- = 2.7

*Please note that point values for a grade lower than a B- are not computed because a C grade or lower excludes a student from Honor Roll.*

## Retention

If a student receives an F (69% and below) average in three or more main subjects (Math, English, Reading, Science, Social Studies) at the end of the academic year, the student will not be promoted until the required summer school and/or tutoring is satisfactorily completed. Parents/guardians will be notified about possible retention prior to mid-third quarter.

If a student fails one major subject (Math, English, Reading, Science, Social Studies), the student will be recommended for summer school/tutoring for that particular subject.

## Standards-Based Reporting (Kindergarten through Grade 3)

St. Angela Merici uses standard-based reporting to report student progress in relation to the Diocesan standards for kindergarten through grade 3. Beginning this school year, SAM School faculty will utilize a Diocesan Wide Adoption of Standards which describe what a student should know and be able to do at each grade level in all subjects. This type of student progress reporting is designed to give parents more detailed information about how their children are progressing in comparison to mastering the priority grade level standards.

- **Meets Standard (3)** ~ *Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.*
- **Approaching Standard (2.5)** ~ *No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.*
- **Developing toward Standard (2)** ~ *Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.*
- **Partial Progress toward Standard (1.5)** ~ *Student has partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.*
- **Minimal Progress Towards Standard (1)** ~ *The student's performance demonstrates assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0.*
- **Blank** ~ *Was not assessed in the grading period.*

## Standardized Testing

St. Angela Merici School administers four standardized tests annually:

- **Cognitive Abilities Test (CogAT)** is a norm-referenced test which measures a student's general reasoning abilities and is given to students in grades 1, 3, and 5 in the fall of each school year.
- **MAP Testing (Measures of Academic Progress)** is a norm-referenced test, adaptive to the individual student, which measures academic growth and achievement in the areas of Mathematics, Language, and Reading. All students will be assessed three times a year, in order to track their progress and personalize approaches to teaching and learning in the classrooms and school.

## Services for Exceptional Students

Each child is created in the image of God and has been blessed with many gifts and talents in his or her own unique way. One of our roles as Catholic educators is to meet the unique learning needs of each child in order to achieve their academic potential. With the uniqueness of each child in mind, St. Angela Merici Parish School provides specific services for our exceptional students.

### Intervention Assistance Team

Our Intervention Assistance Team (IAT) uses Response to Intervention (RTI) in order to assist teachers in meeting the educational needs of students whose classroom performance indicates a potential need for additional assistance or intervention, including, but not limited to special education services, Accommodation Plans (Catholic School versions of 504 plans), Tier 3, Tier 2 or Tier 1 interventions.

### Gifted Program

St. Angela Merici School provides a Gifted Program, Project Challenge, for our students with exceptional academic gifts. Gifted children learn differently because they have the ability to absorb abstract concepts, organize them more effectively and apply them more appropriately. Project Challenge is for students who have demonstrated superior cognitive ability (full scale IQ of 128 or higher on the most recent CogAt). Students in our gifted program will have an annual Gifted Written Education Plan (WEP) outlining the gifted services provided for the student.

### Special Education Program

Our special education program provides mild special education services for those students who have been identified with a disability by the public school district and may receive services under a Service Plan. The determination of disability identification is the role of the public school district, not of St. Angela Merici School.

### Title I Reading and Other Auxiliary Services

Students who have been identified by the Intervention Assistance Team in need of intervention or other services, or who have an active Accommodation Plan (AP) and if the staffing resources are available, may receive services, with parent permission and principal approval, through the Auxiliary Services Staff. Depending on availability, students may receive services such as: Speech and Language, Intervention (math or reading), psychological (guidance or testing), or Title I Reading.

**Since St. Angela Merici School's Auxiliary Services are staffed by Fairview Park City Schools and PSI and are funded by the State of Ohio Auxiliary Services Funding and Federal Title VIB Funding, the availability of auxiliary services is *determined by the availability of state and federal funding and the staffing assignments made by Fairview City Schools and PSI.***

## Home-School Communication

Regular communication between home and school is the foundation of a supportive and cooperative partnership because this relationship is important for a child's positive school experience. St. Angela Merici Parish School is committed to partnering with parents, to cultivate communication and understanding for the growth and development of each student.

In order to foster collaboration between staff and parents, St. Angela Merici faculty and staff are available to consult with parents through phone conferences, face-to-face conferences, email communication, and written communication such as notes, and regular posting of assignments on Gradelink. *You should normally expect a response within 1-2 school days. **Please be cognizant of the fact that our teachers are instructing during the majority of their school day, so they may not respond to emails until they have a break.***

Please keep in mind that the focus during the school day is on the students so teacher availability, by appointment, is limited to ½ hour before school, ½ hour after school, during planning periods, and at evening conferences as scheduled on the official school calendar. The school office personnel are available during normal school office hours.

### Appointments with School Personnel

In order to foster collaboration between home and school, communication between school and parents is essential. In order to cultivate communication and understanding, A list of recommendations follows:

- When in doubt about policies, procedures, or regulations, contact your **child's teacher**. If they are unable to answer your question, the school office staff will either answer your question or direct your question to the most appropriate member of our staff.
- When you have questions regarding classroom procedures, policies, regulations, or your child's academic progress, contact the **classroom teacher** by either: (1) a written note to the classroom teacher, (2) an email to the classroom teacher, or (3) a phone call to the school office who will give the classroom teacher the message to contact you.
- If you have a question regarding a disciplinary action, contact the **issuing teacher** via written note, email, or phone message. If you have already contacted the issuing teacher and your questions or concerns have not been addressed or answered, contact the principal via email, note or phone.
- If you need to meet with a teacher, please contact the teacher directly in order to schedule an appointment for a conference.

### Gradelink/Messenger

Gradelink is an online communication tool allowing parents access to the school's Gradelink site, class information and their student's academic progress. Parents will receive login information at the beginning of the school year. Information regarding a username or password data may be obtained from the school office by phone (ext. 143) or by email (office@samschool.net). The school will utilize Gradelink Messenger to phone, text and email parents in cases of emergency and matters that require immediate attention. **It is the responsibility of the parent to update the Gradelink system as well as contacting the school office with current contact information.**

## **EBlast**

The school utilizes weekly EBlasts to communicate with parents. This will be accomplished through our Gradelink system. Pertinent school forms will be sent via Gradelink as necessary. This will allow us to be more efficient and effective with our communication, and also allows us to be better stewards of our environment.

## **Curriculum Night**

St. Angela Merici School sponsors a Curriculum Night during an evening in early fall for the Upper School and another evening in early fall for the Lower School. These events provide parents the opportunity to hear about the upcoming school year, new curriculum updates and how our school is meeting our goals and objectives. **Upper School parents have the opportunity to walk their child's schedule and interact with all Upper School teachers and staff.** In addition, Lower School parents will be able to visit each child's classroom, to meet their child's teacher and to hear about the programs and policies for each classroom.

## **Parent Teacher Connection**

The PTC is a volunteer organization open to all teachers and parents/guardians of St. Angela Merici students interested and willing to get involved. If you are interested and have a desire to help and serve our school, simply attend a board meeting and volunteer. PTC Meetings are open to all parents and are announced on the school's Gradelink calendar and in the weekly letter sent home to parents. The PTC will strive to enrich the experience of students by fostering communication, seeking resources (such as funds, materials, and services) and providing activities that help support the religious, social, emotional, and academic development of our students. The resources will be directed toward spiritually and educationally focused goals that further the interest of students, staff, parents, and community in alignment with the St. Angela Merici Parish School Mission.

PTC Objectives:

- *To promote communication among parents, teachers, and administration.*
- *To provide parents and teachers with all the information to aid in aspects of education and the students' growth and development.*
- *To promote goodwill and cooperation between and among parents, faculty, staff, administration, parish council, and the parish.*
- *To direct and coordinate parental support to the school through assistance activities, social functions, and fundraisers.*

The PTC is a high-energy and hard working group that:

- Sponsors events such as the Father/Daughter Dance, Parent Masses, Bowling Night, Trunk or Treat and Skate Night.
- Assists with the organization of the Homeroom Parent program.
- Assists in the recycling of old uniforms, and organizes meals for school families in need.
- Funds school projects and purchases such as in-house "Beyond the Classroom" educational experiences.

PTC fund-raisers include the November Book Fair and the Candy Cane Shop. Continuous fund-raising efforts include: Giant Eagle program, Box Tops, and SpiritWear.

The PTC is always seeking volunteers. If you would like to offer your time and talents to help and serve our school, please contact the current PTC President at [samptc@samschool.net](mailto:samptc@samschool.net) or refer to the PTC Officer listing on Gradelink.

# School Calendar and Daily Schedule

## School Calendar

St. Angela Merici School will be in session for students as per Ohio law. The School Calendar for the academic year is available through the Gradelink website. The Gradelink calendar also lists important school events.

## Daily Time Schedule

On school days, St. Angela Merici School will follow the following schedule:

7:30 am	School Office Opens
7:30 am	Children may enter the building
7:45 am.	Attendance Bell ( <i>Students must be in school at this time</i> )
2:20 pm	Bus Riders Dismissed
2:20 pm	Car Riders Dismissed
2:30 pm.	School Dismisses
3:00 pm	School Office Closes

## Daily School Schedule

### Grades K-8

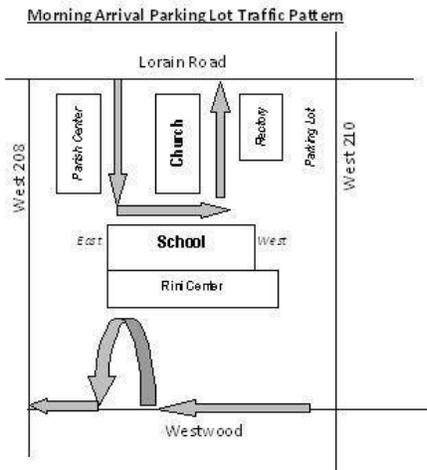
7:45-7:50	Broadcast/Homeroom
7:50-8:31	1 <sup>st</sup> Period
8:33-9:14	2 <sup>nd</sup> Period
9:16-9:57	3 <sup>rd</sup> Period
9:59-10:40	4 <sup>th</sup> Period
10:42-11:23	5 <sup>th</sup> Period
11:25-12:06	6 <sup>th</sup> Period
12:08-12:49	7 <sup>th</sup> Period
12:51-1:32	8 <sup>th</sup> Period
1:34-2:15	9 <sup>th</sup> Period
2:16-2:25	Announcements/Dismissal

### Lunch and Recess Schedule

<u>Grade</u>	<u>Recess</u>	<u>Lunch</u>
Grade 8	10:42 am.	11:02 am
Grade 5	10:57 am	11:17 am
Grade 4	11:07 am	11:27 am
Grade 3	11:17 am	11:37 am
Grade 7	11:25 am	11:45 am
Kindergarten	11:37 am	11:57 am
Grade 2	11:47 am	12:07 pm
Grade 1	11:57 am	12:17 pm
Grade 6	12:08 pm	12:28 pm

Since students go out for recess on all days except for those days in which it is precipitating, the

playground surface is icy or if the wind chill temperature is below 20 degrees Fahrenheit, please ensure that your child is dressed appropriately for the weather on all school days. **All students must remain on school property during school hours. Any exception to this policy must come through a written request from the parent or guardian with final approval of the principal.**

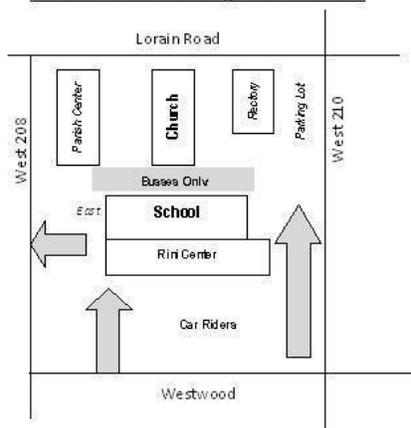


### Morning Arrivals (7:30-7:45 AM)

- **Parking in the 208th Street lot and walking students to the building is STRICTLY PROHIBITED, as this puts our students' safety at risk.**
- **West 210 Walkers** must walk along the rectory garage area and enter the building via the *west front door*.
- **West 208 Walkers** must enter the property via the West 208 parking lot, and then enter the building by the Rini Center doors. No walkers may enter the property via the Westwood Avenue entrance. It is used for car drop off only.
- **Lorain Road Arrivals (Buses and Lorain Road Car Riders)** – Cars enter the property via the east driveway off of Lorain Road (*the drive between the Church and the Parish Center*) in a single file line. Buses enter the property from the 208th Street Drive. Students are dropped off between the east and west doors of the school only; **students may not be dropped off in the drive between the Church and Parish Center.** Students enter the building through either the east or west doors. Cars are to exit onto Lorain on the west driveway.
- **Westwood Car Riders** – Cars enter via the Westwood Avenue driveway in a single file with students dropped off at the Rini Center entrance then exit via Westwood by right turn only. Students enter the building via the Rini Center doors.
- **Morning Parking** before 8 am is only in the West 210 Parking Lot behind the Rectory. If you must park during arrival, you must park in the W. 210 lot.

## Dismissal (2:20-2:35 PM)

### Afternoon Dismissal Parking Lot Traffic Pattern



*To ensure safety, students are dismissed as follows: bus riders, car riders, then walkers and bike riders.*

- **Bus Riders** exit the building by both the east and west doors, load the buses, and depart by Lorain Road exit.
- **Car Riders** exit the building via the Rini Center doors and walk to the parked cars. *All cars are to wait until (1) the buses have left the property, (2) all students have safely entered the vehicles, and (3) a staff member signals that the cars may begin to exit. At that point, all cars are permitted to exit the parking lot.*
- **West 210 Walkers** exit the building by the west front door, walk to Lorain Road and continue to West 210.
- **West 208 Walkers** exit the building by the east front doors, walk along the West 208 parking lot to West 208.
- **Bike Riders** are dismissed with walkers. Bike riding is permitted until the first snow and after April 15th. Students must walk their bikes on the school premises. Rollerblades, scooters, shoes with wheels, or skateboards are not permitted as a mode of transportation to or from school.

### Change of Transportation

For the safety of our students, a parent must submit to the school office a written note, email, or phone call to notify the **SCHOOL OFFICE ONLY** by 12:30pm ([office@samschool.net](mailto:office@samschool.net)) to change a student's end of day mode of transportation. Changes to end of day transportation after 12:30pm should only be for emergencies and made by a phone call to the school office. Without written notification, the student will be sent home via his/her normal route. If your student attends Extended Care, a parent must follow the policies of Extended Care. **Please note that our school staff cannot make changes to bus transportation assignments either permanent or temporary, per transportation department rules and regulations.**

In order to effectively and efficiently attend to the end of the day student needs and business, **the office staff may be unable to answer the phones from 2-2:20 pm.** So please plan accordingly, following handbook policies, should you need to contact the office during the school day.

## Bus Transportation

Bus transportation to and from St. Angela Merici School may be provided by the student's home local school district depending upon their district transportation policy. Students are assigned specific buses by the local school district and **may not be changed without the permission of their local school district's transportation department**. Bus regulations are set by the local school districts. If you have any questions regarding the local district's bus regulations, please contact the district's transportation department.

Fairview Park Transportation	440-356-3500 ext. 1128
North Olmsted Transportation	440-779-3579
Rocky River Transportation	440-333-6000
Westlake Transportation	440-899-3075 ext. 6313

Students are to follow all of the local school district's bus rules, regulations, and procedures as well as follow the St. Angela Merici School's Code of Conduct. In the event of a bus rule violation, a bus driver may submit a Bus Report to the principal who will require that a parent sign the Bus Report and return it to the principal by the following school day. ***In addition to the Bus Report, consequences for a bus report may include, but are not limited to, any disciplinary actions listed in the St. Angela Merici School's Code of Conduct, or loss of bus privileges.***

## Attendance Policies

Students are expected to attend school every day and to arrive on time. Good attendance and prompt arrival foster a successful educational experience. Regular attendance is compulsory according to Ohio State Law (ORC 3321.01 and 3321.03). Parents and students accept full responsibility for regular and timely attendance.

### Procedures for Reporting Absences

**All absences from school must be reported by 8 am on the date of absence.** In the event that a parent or guardian has not notified the school office on the day of absence by 8:30 am, school personnel will contact parents first. If the parents cannot be contacted by 9:00 am, the school administration is required to contact the police in order to report the child as missing.

**In the event of a student absence, a parent or guardian must call the school office (440-333-2126 ext. 147) by no later than 8 am on the day of absence. *Please note that emails cannot be accepted to report a student absence. Students may NOT attend ANY school sponsored events, or activities, if they were called off sick, or sent home sick, on the date of the event.***

**When reporting a student absent, please include the following information:**

- 1. Date of absence**
- 2. The student's full name, grade and homeroom**
- 3. Your name and your relationship to the child**
- 4. The reason for absence (if the reason is due to illness, please state the illness or symptoms)**
- 5. A note must be submitted to the office within 48 hours of a child's return to school.**

**Excused Absences** - In accordance with Ohio Revised Code, student absences from school may

only be excused for the following reasons:

1. The existence of an emergency condition at home such as absence, illness or death of the parent or guardian of the child,
2. Illness of the child,
3. Illness in the family necessitating the presence of the child,
4. Quarantine of the home,
5. Death of a relative, and
6. A medical or dental appointment (*with a written statement of a physician/mental health professional*).

**Under Ohio law, all other reasons for absences are considered unexcused, even if the absence is reported to the school.**

### **Partial Day Absence (appointments and funerals)**

It is requested that appointments for doctor, dentist, etc. be scheduled after school hours. Please refer to the calendar for testing dates. **Please note that a student is recorded absent a half day from school if he or she is absent from school for 2 ½ hours or more during a school day.**

If a student is scheduled to leave early due to a partial day absence:

1. The request must be in writing prior to the absence.
2. The parent or the responsible adult designated by the parent must come to the school office and sign out the student.
3. If an authorized adult other than the child's parent/guardian will be signing out and picking up a student, the school office will verify the identity of the person with an Ohio Drivers License or Ohio Photo Identification Card.
4. Under no circumstances will a student be released from school unless a note stating the reason and time of departure has preceded the request. For attendance at funerals or wakes, parents must send a note and sign the student out. No student is permitted to attend a funeral without an adult.

### **Irregular Attendance and Chronic or Habitual Absences**

Chronic and habitual absences and/or tardiness are contrary to the mission of our school. Chronic absenteeism or tardiness is defined as: seven or more school days a month, or fifteen or more school days in a school year. Habitual absences, or tardies, are defined as five or more consecutive school days, or seven or more school days a month, or twelve or more school days in a school year. Chronic and habitual absences will be investigated by the school administration and will be reported to the appropriate legal authorities, if warranted. ***The school administration may require a physician's written excuse after a pattern of repeated absences (10 absences per academic year).*** The principal reserves the right to determine if chronic or habitual absences and/or tardies indicate the need to retain the student or refuse admittance to St. Angela Merici School for the following school year.

### **Make Up Work**

Since any absence (excused or unexcused) interferes with the academic progress of the student, all absences are strongly discouraged. However, we do understand that absences are sometimes necessary.

**In the event of an extended absence, an Extended Absence Request (E.A.R.) form must be submitted to the principal two weeks prior to an anticipated absence of three days or more.** Since assignments flow from classroom learning and instruction, **assignments cannot be given prior to the student's absence.**

**After the second consecutive day of a student's absence**, the parent may make an email request for make-up work, no later than noon, to the homeroom teacher. This work can be sent home with a sibling, neighborhood child, or be picked up by an adult between 2:30 and 3:00pm. *Requests for make-up work will not be honored until the second day of the student's absence (K-5).*

**Upon return from an absence, it is the student's responsibility to follow up with teachers regarding absent work.** The teachers will give the student the assignment(s) to be completed within the due date required. All class work from any absence must be made up by students. Students shall have the same number of days to complete work and homework as the number of days missed (i.e. if a student misses three days, he/she shall have three days to make up the work). **If a test was already scheduled and communicated to the students prior to the student's absence they will be required to complete the test on the day of their return.**

Please bear in mind that, although assignments must be completed and teachers are willing to give assistance as needed, the daily classroom interaction between students and teachers cannot be duplicated. Students, with the assistance of their parents, are responsible for completing work missed during any absence from school.

If absences add up to a significant number of days affecting academic progress, a student may be required to attend additional class sessions to make up missed work and/or a report card may not be issued.

### **Tardy Policy**

Punctuality is an important aspect of responsibility since tardiness interferes with the student's progress in school. Parents are expected to cultivate the habit of punctuality in their children. **Students must be seated in their homerooms by 7:45am otherwise they are recorded as being tardy.** Please note that students who are late due to bus transportation are not marked tardy. Tardy students must enter the school building via the Lorain Road west doors. ***Students who arrive after 8 am must be signed in at the school office by a parent or guardian.***

## **Student Safety Procedures**

At St. Angela Merici School, we respect the precious gift of life and protect the safety of our students throughout the school day. We prioritize the safety of our students. Our school personnel submit BCII fingerprint checks, complete the diocesan Virtus training (child abuse awareness training), and continue to read training bulletins. Our staff supervises during both arrival and dismissal of students. While the students are in attendance, the entry doors are locked, and visitors to the building can access the building only through our security system.

It is the responsibility of the entire school community to ensure the safety of all students. In order to assist us in ensuring student safety, it is important to respect and follow the following policies.

- All visitors and volunteers must follow the Visitor Policy and School Appointment Policy during school operations hours.
- All school volunteers who volunteer in the school must be in compliance with the VIRTUS guidelines set forth by the Diocese of Cleveland which includes VIRTUS training and a criminal background check.
- Parents should have periodic talks about the hazards of talking to strangers and other safety issues in an age appropriate manner with their children.

- When exiting the school building, exit through the left-side of the double doors.

### **School Visitors**

For the safety of students, faculty and staff, all visitors and volunteers (including parents and former St. Angela Merici School students) who are on the school grounds for any reason must report to the school office during the hours of school operation. The procedures for all school visitors and volunteers are as follows:

- All visitors must enter the school grounds through the west door during school operation hours.
- All visitors must sign-in at the office and must visibly wear a Visitor's Badge while on school grounds. *If you are not wearing a Visitor's Badge, you will be asked to return to the school office.*

### **Parent Volunteers**

Parents and guardians are welcome to serve as volunteers in the school or in the classrooms as needed. All volunteers must follow all school policies and regulations regarding school visitors. **In addition, all school volunteers must adhere to the Diocese of Cleveland policies under Protecting God's Children Program and must attend VIRTUS Training and submit to a Criminal Background Check.**

### **Bus Safety Procedures**

When riding the school bus, St. Angela Merici students will conduct themselves in a Christian manner and obey all bus safety regulations as stated by the various Transportation Departments.

### **Student Contact During the School Day**

If your child needs to receive an emergency message from you, the school office will make sure he/she receives it. Students will not be called from class to receive a phone message except in emergency cases. Since students may not use cell phones on school grounds during the school day, please do not call or text your child via their cell phone during the school day.

*To foster student responsibility, no items will be delivered to any student beginning October 1<sup>st</sup>, except lunches, medication, and eye-glasses.*

### **Students Returning to the Building After Dismissal**

For the safety of students and to foster student responsibility, students may only re-enter the school building after dismissal with teacher supervision or for school sponsored activities and detentions.

## **Emergency Procedures**

### **School Closing/Delayed School Days**

**St. Angela Merici School will be closed when the Fairview Park City Schools are closed due to inclement winter weather.** In the event of any emergency closing situation, the information will be forwarded to the local television stations. Also, the **Gradelink Messenger** system will be used as the **main** form of communication for our school. **It is the responsibility of the parent to be sure that the current contact information is up to date with the school office.**

### **Emergency Drills**

Every precaution to ensure the safety of your child is taken during normal school hours. Emergency drills, including but not limited to fire, tornado, rapid dismissal, evacuation, and lockdown drills, are intended to promote an orderly evacuation for all children in all locations.

## Cafeteria

St. Angela's provides a nutritious hot lunch daily in the SAM Cafe. A variety of fresh made quality foods provide the nourishment needed for learning. The SAM Cafe is proud to be an independently operated school lunch program. Students have the opportunity to purchase or pack a lunch daily with milk available for those who pack.

Menus are released approximately 3 weeks in advance through Bruins Bulletin, email and text. Orders are completed monthly through a Google Form. There is a discount for pre-ordering, but lunch can be purchased any day without ordering ahead. The cafe utilizes a POS system for all purchases with an online payment portal at MySchoolAccount.com which allows parents to view and manage student purchases.

Lunch fees are as follows:

- **Pre-order lunch - \$4.00 (milk included)**
- **Daily purchase lunch - \$4.50 (milk included)**
- **Milk only - \$0.65**

**\*Pricing is subject to change due to market conditions.**

A variety of extra items are also available for purchase each day. Items include milk, bottled water, ice cream, hot pretzels, and monthly specials.

Outside Food delivery services (Doordash, Grubhub, etc) for students are not permitted on school property during school hours. Parents may not drop off fast food, as well.

Soda and Energy drinks (Red Bull, Celsius, etc. ) are not permitted.

Applications for reduced-fee lunch can be accessed on the SAM CAFE tab of the parish website and are accepted throughout the school year. **Families may qualify for reduced-fee based on household income. This is a strictly confidential program and we strongly encourage those that may qualify to utilize this service.**

If a student forgets their lunch they can purchase a daily buy for \$4.50. Regarding zero/negative balances, our policy is that no student ever goes without lunch. A student can purchase lunch and their account will be debited. Parents can subsequently pay the negative balance on MySchoolAccount.com

### **Before School Care Program**

Breakfast and Before Care are available for \$5.00 daily from 6:30 – 7:45 a.m. for our day school students. We offer this same program and continue service until 9:15 a.m. for our morning preschool students for a \$15.00/day fee.

Email Danyelle Anderson, Food Service Director, at MrsAnderson@samschool.net or call (440) 333-2126, ext. 148 for more details on all cafeteria programs.

### **Extended Care Program**

St. Angela Merici has an Extended Care program that provides child care Monday through Friday from 2:30 p.m. until 6:00 p.m. Parents must register their children for this program in advance. The Extended Care program is closed on all days when school is not in session. The program provides childcare for children in Kindergarten through Grade Six. Payment for Extended Care services is due in advance of services rendered and can be made through MySchoolAccount.com. For more information, please contact Gabriella Isabella, Extended Care Director, at [extendedcare@samschool.net](mailto:extendedcare@samschool.net).

# Student Health and Wellness Programs and Policies

## Wellness Program

The St. Angela Merici Wellness Team seeks to promote awareness of healthy living through health education, motivation for physical fitness and opportunities for good nutrition to enhance the quality of life. Our current Wellness Policy is available on Gradelink under School Policies.

## Student Health Services

St. Angela Merici School is scheduled to receive the services of a health aide five days a week from 8:00 am – 2:00 pm. *Since St. Angela Merici School's Health Services are staffed by PSI school nurse/health aide and are funded by the State of Ohio Auxiliary Services Funding, the availability of a school nurse/health aide is determined by PSI and limited by State funding.*

St. Angela Merici School Health Clinic School Nurse/Health Aide may conduct the following screenings as outlined below. If a student does not pass any health screening, the school nurse will notify the parents so that the parents can have the student examined by a physician.

- **Hearing Screenings** are typically given upon referral of the classroom teacher and/or parent with principal approval.
- **Vision Screenings** are given routinely to students.
- **Pediculosis (Head Lice) Screenings** will be conducted as needed to prevent the outbreak of pediculosis.

## Immunizations

**Immunization Requirements for 2023-24:** The school nurse/health aide must be provided with a record/document of the student receiving the required immunization and date(s) within the first 14 days of the school year. According to Section 3313.671, on the 15th day after the start of school, it will be necessary to exclude all students from school who do not meet the above requirements. Please refer to the updated immunization chart for the 2020-2021 school year to see which immunizations are required for the student (based on grade level).

## Student Illness Procedures

*Emergency medical forms are kept on file and must be updated by the parent annually. The office must be informed of any changes in emergency information throughout the school year.*

If your child becomes ill or is injured, it is the parent's responsibility to provide transportation home with a responsible adult. Under no circumstances is a student permitted to walk, ride a bike home, Uber, or take a taxi.

## Should I Keep my Child Home Today?

Yes, if he/she has:

- had diarrhea or vomiting within the last 24 hours
- severe cough
- severe cold (including continual runny nose and sneezing)
- body aches
- sore throat (difficulty swallowing)

- head injury or back injury
- suspicion of broken bone
- strep- if a quick test is negative, please keep your child home until you obtain the 24 hour test results. If positive, student must be on antibiotics for 24 hours before returning to school (from the first dose)
- undetermined rash
- temperature of 100 degrees or higher within the last 24 hours
- discharge from the eye and/or red, burning, itchy eyes
- other conditions which place students and staff at risk

It is our goal to reduce the incidence of contagious illness and we ask for your help in this matter. Contact the school health aide if you have any questions 440-333-2126, ext. 152.

**School personnel will call 911 in the case of serious injury.  
Guidelines for Dispensing Medication during the School Day**

Saint Angela Merici school's medication procedure is designed to ensure the health and safety of all students. The following guidelines will be implemented for school personnel to administer prescribed medication:

1. New request forms must be submitted each school year and as necessary for changes in medication order.
2. **Prescribed and over-the-counter medications will only be dispensed to those students providing the required authorization forms. See *Medication Authorization Forms*. A medication authorization form must be completed for each medication. Forms must be renewed each school year.**
3. Under **no** circumstances will medication be administered if the appropriate forms, signed and dated, are not submitted. ***Medication must be brought to the school clinic in the original container by an adult.***
4. All medications will be dispensed from the clinic. Students are prohibited from carrying any prescription or over-the-counter medication with the exception of rescue inhalers or Epi-pens. Students must provide written authorization from a physician to carry a rescue inhaler or Epi-pen. See *Authorization to Possess Epi-Pen* or *Authorization to Possess Inhaler* under *Medication Authorization Forms* on our school website.

**St. Angela Merici School's COVID School and Campus Protocol, Effective August of 2023 through May 2024**

**Due to the fluidity of the COVID-19 virus and its variants, please note that any/all of the following information may need to be revised based on local or state mandates. Thank you for your understanding and continued support from home.**

**PARENTS'/STUDENTS' Responsibilities:**

- ***Parent(s)/Guardian(s) will be responsible for assessing their child/ren's daily health status prior to sending student(s) to school. Use the following COVID-19 symptoms checklist below:***

- Fever of at least 100 degrees F/Chills
- New onset or worsening congestion or runny nose not associated with allergy symptoms
- Cough, shortness of breath or difficulty breathing
- Fatigue, muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- **WHEN IN DOUBT, KEEP THEM OUT!**
- We will not be requiring vaccinations, however we continue to encourage students to be vaccinated when they are able to do so. We encourage mask-wearing for anyone who has not been vaccinated. **We will allow MASKING to be the personal choice for each student and school family.**
- **Tolerance/Acceptance of personal masking decisions will be respected and embraced, as this aligns with our Catholic beliefs and SAM School Mission.**
- According to the latest guidance/information from the CDC and CCBH:
  - **Fully Vaccinated Students/Staff:** Will NOT need to quarantine if exposed to COVID-19 in the school setting, whether masked or not, if continued asymptomatic status remains and masking occurs for 5 days from the date of exposure.
  - **Unvaccinated Masked Students/Staff:** If wearing a mask properly when exposed to COVID-19 in the school setting, students will NOT need to quarantine in the school setting, if continued asymptomatic status remains and masking occurs for 5 days from the date of exposure.
  - **Unvaccinated, Unmasked Students/Staff:** If NOT wearing a mask when exposed to COVID-19 in the school setting, students will need to quarantine for 5 days from the date of exposure and return to school wearing a mask for 5 days FOLLOWING quarantine dates.
  - **This is the quarantine procedure we will follow at SAM School as we begin the 2023-2024 school year.**
- **SAM Students will NOT be live-streaming into classroom environments as the negative impact on the teaching and learning environment outweighs the positive effects.** Regular absence/make up work protocols will remain in place, as they are laid out in our Parent/Student Handbook.
- **Students will be encouraged to bring in reusable water bottles with sport spouts/lids.** Our drinking fountains will be functioning for the SOLE purpose of water bottle refilling ONLY, ie. no direct mouth to fountain drinking will be permitted.
- **All SAM School Volunteers/Visitors** will be given personal choice with respect to masking.

#### **School's Faculty and Staff Responsibilities:**

- Our school community will adhere to promoting **heightened sanitization measures in our classrooms and high touch areas throughout all school spaces.**
- Our Cafeteria will continue to have staggered lunches and recesses, promoting spacing and use of ALL tables for each lunch session in place (just like the last few years).
- **Based on changes in recommendations given by CCBH, adjustments to the above policy may be implemented (including, but not limited to a masking mandate,**

**personal dividers, etc.)** Rest assured, these procedural changes will be communicated to all SAM School stakeholders PRIOR to implementation.

## Co-Curricular, Extracurricular and Enrichment Programs

### Field Trips and Assemblies

Field trips are an extension of our classroom learning and the school curriculum. All students are expected to participate in school sponsored field trips and, while off school premises, comply with the School Code of Conduct. Since attending a field trip is a privilege and can be revoked, students who will not participate in a field trip will be given an alternative assignment to complete. No student will be permitted to attend a field trip without written permission from parent(s) or legal guardian. Please contact the principal confidentially if there is a concern regarding the cost of field trips.

### Performing Arts Programs

Both visual art and music are integrated into our regular curricular programs. The performing arts are showcased during the Christmas Program (K –4), Drama Club (5-8), and during our Spring Fine Arts Night. In addition, students have the opportunity to participate in our optional performing musical arts program (instrumental music and band) in grades 4 – 8 which is offered to our students for an additional fee. Our instrumental music students perform two concerts a year: at Christmas time and in the Spring.

### St. Angela Merici Parish Sports Boosters

As a *parish-sponsored organization*, the Sports Booster Club sponsors and supervises a variety of sports and related activities for the school and PSR students as listed below.

- Flag Football
  - Grades 1, 2, 3
  - Season Aug - Sep
  - Partner with St. Chris and LCA to sponsor teams, if necessary
- 7 v 7 Modified Tackle Football
  - Grades 4, 5
  - Season Aug - Oct
  - Partner with St. Chris and LCA to sponsor teams
- 11 v 11 Tackle Football
  - Grades 6, 7, 8
  - Season Aug - Oct
  - Partner with St. Chris and LCA to sponsor teams
- Intramural Cross Country
  - Grades 1, 2
  - Boys and Girls
  - Season Aug - Sep
- Cross Country
  - Grades 3, 4, 5, 6, 7, 8
  - Boys and Girls
  - Season Aug - Oct
- Volleyball
  - Grades 3, 4, 5, 6, 7, 8
  - Girls

- Season Aug - Oct
- Basketball
  - Grades 3, 4, 5, 6, 7, 8
  - Boys and Girls
  - Season Nov. - Mar
- Track & Field
  - Grades 4, 5, 6, 7, 8
  - Boys and Girls
  - Season Mar - May

For complete contact information about our Parish sport boosters, please email [Sportsboosters@samparish.org](mailto:Sportsboosters@samparish.org).

## Dress Code Policy

St. Angela Merici school policy encourages students to focus on self-expression through the development of an individual's skills, talents and service, not on self-expression through material goods. Neatness, cleanliness, and appropriateness in dress and appearance are conducive to a Catholic academic atmosphere and will be expected of all students at all times. Daily parental supervision of personal hygiene habits results in the growth of the child's self-esteem and pride in personal appearance. The St. Angela Merici uniform is a constant reminder of self-discipline rooted in Catholic values required for learning. While dressed in the uniform at school and in public places, all students' conduct, actions, and language will be consistent with the Catholic philosophy and values of our school community and our Code of Conduct.

**Uniform Exchange Program is available for all students K-8. Please contact Ellen Dubiel at [uniforms@samschool.net](mailto:uniforms@samschool.net) if you are in need of any uniform items or if you have anything to donate.**

### General Regulations for all Students (K – 8)

- **Hair** - Hair should always be neat, clean and combed. "FAD" or extreme hairstyles are not acceptable; i.e. shaved heads, tails, sculptured styles, etc. ***Hair color or highlighting is not permitted.*** Boy's hair should not fall below, or touch the top of the collar and should not hang in eyes or below ears.
- **Jewelry/Accessories** - All jewelry and accessories should be appropriate for school. Only one religious necklace is permitted. Girls only are permitted to wear no more than one earring per ear with only earring studs. Boys and girls may wear one functional watch with no internet, texting or phone capabilities; one religious or school endorsed bracelet is permitted. *Cartilage piercing, hoops, or dangling earrings are not permitted. Boys may not have piercings of any kind.*
- **Make Up** - Makeup and nail polish are not permitted.
- **Tattoos** - Tattoos (temporary or permanent) are not permitted.
- **Sweaters (Boys)** - Only solid navy blue v-neck, cardigan or crew neck sweaters or sweater vests are acceptable and must be worn over regular uniform.
- **Skirt, Jumper, Short and Skort length (girls K – 8)** must be within 2 inches of the student's knee.
- **Uniform Pants (K – 5)** -Solid navy blue tailored dress pants (no rivets). Pants MUST fit properly. No pants with exterior pockets, extreme or fad styles such as cargo, bell-bottom, stretch knit, no studs, side or leg pockets or decorative stitches. Uniform pants for students in K – 5 may be purchased at a variety of retail stores.
- **Uniform Pants (6 - 8)** - Solid khaki tailored dress pants (no rivets). Pants MUST fit properly. No pants with exterior pockets, extreme or fad styles such as cargo, bell-bottom, stretch knit, no studs/rivets, side or leg pockets or decorative stitches. Uniform pants for students in 6-8 may be

purchased at a variety of retail stores.

- **Shoes**-Soft soled, sensible, well-built school shoes which are safe. No heel or sole should be higher than 1 inch nor should the shoes have wheels or other accessories that render the shoe unsafe. Solid black, navy, or brown, boat, loafer or buckle type shoes. No boot, **high top**, sandals, clogs, or platform styles are acceptable. All shoes should have closed heels and toes. Shoelaces must be tied safely and shoes must remain on the student's feet while walking. Shoes must fit appropriately such that the shoes remain on the student's feet when moving. **Gym shoes are recommended as the shoe of choice for all of our students, K-8, YEAR ROUND.**

### Girls, Grades K - 2

1. **Shirt:** White or light blue short or long sleeve polo shirt with a collar or white or light blue turtleneck, tucked in at all times (no banded shirts) without decorations, logos or patterns.
2. **Bottoms:** Uniform plaid jumper worn within 2 inches of the student's knee (*purchased from Schoolbelles or PTC Uniform Exchange*) or navy blue uniform pants.
3. **Socks:** Tights with feet, leggings worn with socks under school uniform, knee-highs, bobby or crew length socks in solid navy blue, black, white or gray without patterns or decorations.
4. **Sweater (Optional):** Solid navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over regular uniform.
5. **Uniform Sweatshirt (Optional)** – Solid navy blue, gold, white, or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. Hooded or full-zippered sweatshirts are not permitted.
6. **Shoes** ~All shoes should have closed heels and toes.
  - a. **Gym Shoes (Recommended):** Gym shoes must be safe (*must be tie/fastened, stay on the students' feet at all times and no wheelies, no high top styles, etc.*) and not distract from learning (*no brightly colored shoes or laces, lights*).
  - b. **Dress Shoes (Alternate Choice):** Black, brown or navy leather or leather-like dress shoes in one color that is safe, remains tied or fastened and stays on the students' feet at all times. All shoes should have closed heels and toes.
7. **Belt (Optional):** If worn, belts should be solid navy, black or brown.

### Girls, Grades 3 - 5

1. **Shirt:** White or light blue short or long sleeve polo shirt tucked in at all times without decorations, logos or patterns.
2. **Bottoms:** Uniform plaid skirt or skort worn within 2 inches of the student's knee (*purchased from Schoolbelles or PTC Uniform Exchange*) or navy blue uniform pants.
3. **Socks:** Tights with feet, leggings worn with socks under school uniform, knee-highs, bobby or crew length socks in solid navy blue, black, white or gray without patterns or decorations.
4. **Sweater (Optional):** Navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over the regular uniform.
5. **Uniform Sweatshirt (Optional)** – Solid, navy blue, gold, white, or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. Hooded or full-zippered sweatshirts are not permitted.
6. **Shoes**~All shoes should have closed heels and toes.
  - a. **Gym Shoes (Recommended):** Gym shoes must be safe (*must be tie/fastened, stay on the students' feet at all times and no wheelies, no high top styles, etc.*) and not distract from learning (*no brightly colored shoes*).
  - b. **Dress Shoes (Alternate Choice):** Black, brown or navy leather or leather-like dress

shoes in one color that is safe, remains tied or fastened and stays on the students' feet at all times. All shoes should have closed heels and toes.

7. **Belt:** Belts must be worn with uniform pants and should be solid navy, black or brown.

#### **Girls, Grades 6 – 8**

1. **Shirt:** Navy blue short or long sleeve polo shirt tucked in at all times, *or a banded shirt*, without decorations, logos or patterns.
2. **Bottoms:** Uniform plaid skirt or skort worn within 2 inches of the student's knee (*purchased from Schoolbelles or PTC Uniform Exchange*) or khaki uniform pants purchased from a local retailer with no rivets, cargo pockets, or dark stitching. **Rolling of the school skirt is unacceptable.**
3. **Socks:** Tights with feet, leggings worn with socks under school uniform, knee-highs, bobby or crew-length socks in solid navy blue, black, white, or gray without patterns or decorations.
8. **Sweater (Optional):** Navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over the regular uniform.
4. **Uniform Sweatshirt (Optional)** – Solid navy blue, gold, white, or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. *Hooded or full-zippered sweatshirts are not permitted.*
5. **Shoes:** All shoes should have closed heels and toes.
  - A. **Gym Shoes (Recommended):** Gym shoes must be safe (must be tied/fastened, stay on the students' feet at all times and no wheelies, or high top styles, etc.) and not distract from learning (no brightly colored shoes or laces, lights).
  - B. **Dress Shoes (Alternate Choice):** Black, brown or navy leather or leather-like dress shoes in one color that is safe, remains tied or fastened and stays on the students' feet at all times.
6. **Belt:** Belts must be worn with uniform pants and should be solid navy, black or brown.

#### **Boys, Grades K - 5**

1. **Shirt:** White or light blue short or long sleeve polo shirt tucked in at all times without decorations, logos or patterns.
2. **Bottoms:** Navy blue uniform pants
3. **Socks:** Dress or crew length socks in navy blue, white, gray or black without patterns or decorations.
4. **Sweater (Optional):** Navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over regular uniform.
5. **Uniform Sweatshirt (Optional)** – Solid, navy blue, gold, white, or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. *Hooded or full-zippered sweatshirts are not permitted.*
6. **Shoes**~All shoes should have closed heels and toes.
  - a. **Gym Shoes (Recommended):** Gym shoes must be safe (*must be tied/fastened, stay on the students' feet at all times and no wheelies, no high top styles, etc.*) and not distract from learning (*no brightly colored shoes*).
  - b. **Dress Shoes (Alternate Choice):** Black, brown or navy leather or leather-like dress shoes in one color that is safe, remains tied or fastened and stays on the students' feet at all times.
7. **Belt K – 2 Optional and Belt 3 – 5 Required:** Belts should be solid navy, black or brown.

#### **Boys, Grades 6 – 8**

1. **Shirt:** Navy blue short or long sleeve polo shirt tucked in at all times without decorations, logos or patterns.
2. **Bottoms:** Khaki uniform pants with no rivets (*purchased from a local retailer of choice*).
3. **Socks:** Dress or crew length socks in navy blue, white, gray, or black without patterns or decorations.
4. **Sweater (Optional):** Navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over regular uniform.
5. **Uniform Sweatshirt (Optional)** – Solid, navy blue, gold, white or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. *Hooded or full-zippered sweatshirts are not permitted.*
6. **Shoes:** ~All shoes should have closed heels and toes.
  - A. **Gym Shoes (Recommended):** Gym shoes must be safe (must be tied/fastened, stay on the students' feet at all times and no wheelies, no high top styles, etc.) and not distract from learning (no brightly colored shoes or laces, lights).
  - B. **Dress Shoes (Alternate Choice):** Black, brown or navy leather or leather-like dress shoes in one color that is safe, remains tied or fastened and stays on the students' feet at all times.
7. **Belt:** Belts must be worn with uniform pants and should be solid navy, black or brown.

### Summer Uniform

*The last Autumn day the summer uniform may be worn is October 15.*

*The first Spring day the summer uniform may be worn is April 15.*

#### Summer Uniform K – 5 Boys and Girls

1. **Shirt:** White or light blue short or long sleeve polo shirt tucked in at all times (no banded shirts) without decorations, logos or patterns.
2. **Bottoms:** Navy blue walking shorts for both boys and girls (*no cargo shorts*) OR navy blue skort for girls. *Both shorts and skorts are to come down to the student's fingertips when hands are at the side and the student is standing straight.*
3. **Socks:** Dress or crew length socks in navy blue, white, gray or black without patterns or decorations.
4. **Sweater (Optional):** Navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over regular uniform.
5. **Uniform Sweatshirt (Optional)** – Solid navy blue, gold, white, or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. *Hooded or full-zippered sweatshirts are not permitted.*
6. **Gym Shoes:** Gym shoes (no high tops) must be safe (*must be tied/fastened, stay on the students' feet at all times and no wheelies, etc.*) and not distract from learning (*no brightly colored shoes*). All shoes should have closed heels and toes.
7. **Belt K – 2 Optional and Belt 3 – 5 Required:** Belts should be solid navy, black or brown.

#### Summer Uniform 6 - 8 Boys and Girls

1. **Shirt:** Navy blue short or long sleeve polo shirt tucked in at all times, or a banded shirt, without decorations, logos or patterns.
2. **Bottoms:** Khaki walking shorts for both boys and girls (*no cargo shorts*) OR khaki skort for girls. *Both shorts and skorts are to come down to the student's fingertips when hands are at the side and the student is standing straight.* Shorts and skorts may be purchased at a local retailer of choice.
3. **Socks:** Dress or crew length socks in navy blue, white, gray, or black without patterns or decorations.

4. **Sweater (Optional):** Navy blue or white v-neck, cardigan or crew neck sweaters or sweater vests without decorations, logos or patterns worn over regular uniform.
5. **Uniform Sweatshirt (Optional)** – Solid, navy blue, gold, white, or gray St. Angela Merici School pullover sweatshirt or quarter zip, a crew neck Spirit Wear sweatshirt, or Blue Ribbon crew neck sweatshirt worn over the regular uniform. Hooded or full-zippered sweatshirts are not permitted.
6. **Gym Shoes:** Gym shoes (no high tops) must be safe (*must be tied/fastened, stay on the students' feet at all times and no wheelies, etc.*) and not distract from learning (*no brightly colored shoes*). All shoes should have closed heels and toes.
7. **Belt:** Belts must be worn with uniform pants and should be solid navy, black or brown.

### Physical Education Uniform

All students in Grades K-8 are required to wear a uniform for physical education class. The St. Angela Merici physical education uniform consists of the gray school logo tee shirts and navy blue shorts. Gym shirts must be tucked into the shorts. All students are required to have clean gym shoes. The soles on the gym shoes must be non-marking. Chunky heeled or platform style tennis shoes are prohibited. The physical education uniforms are available through our School Spiritwear Website.

- **Students Grades K-8 will** wear their physical education uniform in lieu of their regular school uniform on the day that they are scheduled to have physical education class. During the time summer uniforms are permitted, students in grades K - 8 are to wear their gym uniform shorts to school on the day they have physical education class. Sweatpants may be worn OVER gym shorts on cold days. **ONLY solid navy blue, black, or gray sweatpants are permitted on gym days! Students may not wear leggings of any kind unless they are worn under gym shorts. (Only solid navy blue, black, gray or white leggings are acceptable.)**

### Out of Uniform Days

Periodically throughout the year, special days may be designated as an “Out of Uniform Day”. Out-of-uniform days will be announced in writing via the Bruins Bulletin, Gradelink or by an email from the principal. Types of out-of-uniform days include, but are not limited to:

- **Spirit Days** ~ Students may wear St. Angela Merici School SpiritWear shirts (*which includes the gym uniform shirt*) **with** either jeans (*clean, neat, hole-, rip- and torn-free clothing that are age, length and size appropriate*) or navy athletic pants (*fleece or nylon*) or Bruins Spirit Wear pants. **Students must wear a Spirit Wear shirt in order to participate. No leggings are to be worn with Spirit Wear unless they are worn under school gym shorts.** Students may wear gym uniform shorts during the summer uniform periods. Shorts must be the same length as gym uniform shorts, no shorty-shorts.
- **Accent Days** ~ Students may wear designated accents with their **full** school uniform on those days.
- **Off-Site Trips/Activities** ~ Teacher and administrator will determine dress-code for all off-site school sponsored activities.
- **Casual Dress Days** ~ Students are permitted to wear appropriate casual clothes (*no sleeveless tops, shorts, or leggings are permitted*). Consistent with our policy, students must wear *clean, neat, hole-, rip- and torn-free clothing that are age, length and size appropriate*. Students may wear gym uniform shorts during Summer Uniform. Shorts must be the same length as gym uniform shorts, no shorty-shorts.

**All clothing, shoes and accessories must reflect and be consistent with Catholic values, are safe, and do not distract from learning** (*i.e. no clothing with reference to alcohol, violence, sexual activity, offensive musical group names, crude, lewd or generally offensive language, innuendo or graphics*). Questions

regarding the appropriateness of apparel, based upon the planned activity, are resolved by the principal.

### **Uniform Violations**

The student is not permitted to participate in classes without the proper uniform; in addition, students must be in complete compliance with the uniform policies for physical education class. Consequences for non-compliance with the Uniform Policy include but are not limited to:

#### **Grades K - 4**

1. Verbal Warning
2. Written Notice to parents
3. Conference with parents

#### **Grades 5 – 8**

1. Verbal Warning
2. Written Notice to parents
3. Detention
4. Suspension until violation is corrected

**For dress code violations, consequences may include but are not limited to any of the above consequences and loss of future out-of-uniform privileges.**

*Since fads and fashion trends are constantly changing, it is not possible to foresee all possible inconsistencies of student dress and appearance within the spirit and intent of the uniform policy and the mission of the school. The interpretation of the uniform policy, including but not limited to student dress and appearance that is not safe, not consistent with Catholic values and/or is distracting to the learning environment, rests with the principal, and the principal's decision is final.*

# Student Code of Honor

Catholic education must include the emphasis on the whole child, which includes the development of moral character. For this reason, a code of honor is necessary in cultivating a sense of Catholic values, encouraging students to think independently in order to make sound judgments, and developing the self-discipline and self-control to live Gospel values. All students at St. Angela Merici School are expected to behave in accordance with the school mission and belief statements and to act as a Catholic young lady or a Catholic young gentleman at all times, both at school and at school events.

**Students will uphold the four pillars of honor at all times.**

- **Safety Promise:** All students will avoid pushing/shoving, bullying or teasing, failure to comply with safety rules/policies/procedures, in unassigned area without permission, unsafe behavior in any form, eating or drinking outside of cafeteria (including gum or candy), violation of cell phone policy, violation of acceptable use or Internet policies, talking or disruptive behavior during an emergency drill, other safety violations.
- **Integrity Promise:** All students will avoid lying/misrepresentation, cheating/academic dishonesty, forgery, stealing, failure to serve assigned detention, going through/moving faculty or staff or another student's property without consent, and other integrity violations.
- **Respect Promise:** All students will avoid disrespect of faculty/staff/other adults, refusal to comply with staff directives, disrespect of other students, disruptive or distracting behavior, inappropriate language (oral, written, drawn or gestured), bus report, dress code violation, violation of classroom rules, policies or procedures, disrespect of property, vandalism/defacing property/misuse of school property, other respect violations.
- **Catholic Values Promise:** All students will avoid failure/refusal to participate in prayer or liturgy, failure/refusal to assist or serve others, disrupts another person's right to pray or serve others, encourages another student to violate the code of conduct, public displays of affection, other core value violations.

St. Angela Merici School's Code of Honor is rooted in the key Catholic values represented by the mission and belief statements are: **Faith, Service, Leader and Role Model, Respect, Uniqueness, Safety, Excellence and Self Directed Learner.** These Catholic values act as a compass for the classroom rules that span the K – 8 continuum in age-appropriate means.

## Grades K – 8

- Love God, love others.
- Respect God, people, property and learning.
- Embrace God's unique qualities in all.
- Be safe.
- Strive for excellence.
- Take ownership of your learning.

## Consequences

As part of the St. Angela Merici School community – including all students, parents, faculty, staff, volunteers, and administration – we acknowledge and accept the values and policies of the school and parish that are intended for the good of the entire school community. Fair and consistent expectations of acceptable behavior in students provide an environment in which to develop a child's growing awareness of conscience and of appropriate behavior expectations. Keeping this in mind, students may make mistakes, including mistakes in behavior choices, as part of their learning process.

As part of the learning process, students may make choices inconsistent with our shared community values. Inappropriate behavior is seen as an opportunity for growth and development of conscience. As part of the educational process, the following actions may be taken depending on the severity or nature of the disciplinary infraction and the frequency of the infraction:

- Redirect inappropriate behavior
- Reflective questioning and writing
- Restorative Practices connected to behaviors in question
- Loss of privileges or rewards and/or removal from the classroom or learning activity
- Detention
- Conferencing with the student, teacher, parent, principal, and/or pastor
- Positive Behavior Management Plan
- Referral to the Intervention Assistance Team
- Suspension (in school or out of school)
- Referral for psychological assessment/counseling/comprehensive mental health evaluation and treatment
- Probationary contract
- Expulsion/dismissal or non-re-admittance for next academic school year
- Other consequences deemed appropriate by the pastor, principal, or classroom teachers and support staff (Restitution, etc.)

**Students who receive five detentions:**

The school administration reserves the right to require (including but not limited to): conference with principal and/or pastor, contract for behavior change, loss of privileges, contract for behavior change, probationary contract, suspension or expulsion.

**Detentions are served by students after school on the date and at the times listed on the detention slip.** Students who do not attend the assigned detention date and time as noted on the detention slip will serve an additional detention. If a student is unable to attend a detention due to a medical appointment, written documentation from the health care provider is required. Students must have a detention slip signed by their parent/guardian and returned to the issuing teacher by no later than the next school day. Detentions are scheduled on Monday and Thursday afternoon from 2:30-3:00 p.m. A parent, guardian, or other adult designated by the parent or guardian must provide transportation home from detention. During the detention session, the student reflects on his actions, assumes responsibility for inappropriate behavior and plans to make correct choices in the future.

## **Suspension and Expulsion**

Some violations of the Code of Honor and serious discipline matters may result in a student's suspension. A suspension is an extreme consequence designed to impress upon the student the seriousness of his or her behavioral choices. A suspension may be issued to a student including but not limited to:

- (1) committing a serious violation of school policy or serious misconduct, as determined by the school and/or parish administration, or
- (2) receiving five behavioral detentions in one academic quarter or any additional detentions, or
- (3) while a disciplinary matter is investigated, or
- (4) while a student needs to be assessed and evaluated by a psychologist or other therapist to determine whether the student is a danger to self or others in order to determine if a disciplinary action or probationary contract should be devised, or
- (5) when a student may be a danger to self or others but the matter is not yet fully resolved, or
- (6) when called for by one of the other policies in this handbook.

Suspension is used for severe offenses at the discretion of the principal and/or pastor. Student actions that can lead to a suspension and/or expulsion include, but are not limited to: Leaving school premises without permission, possession, use, sale transmission, attempted use, attempted sale, or attempted transmission of drugs, including vaping accessories, alcohol, tobacco, hallucinogens, controlled substances, and look-a-likes, assault on a student, staff member or volunteer, prosecutorial acts (i.e. commission of a crime and/or actions for which prosecution is instituted), abuse of computer hardware or software, falsely calling 911 or falsely pushing a fire alarm, threats of any type, possession of flammable objects, possession of firearms or look-a-likes, harassing conduct including but not limited to sexual harassment, acts of indecency or voyeurism, repeated, extreme, excessive or profane vandalism or graffiti on any school or personal property (restitution is expected), repeated or extreme aggressive physical contact including but not limited to fighting, tripping, pushing, or shoving, repeated or extreme inappropriate, vulgar, indecent, offensive, or profane language spoken, written or gestured, repeated or extreme disrespectful behavior including but not limited to verbal abuse, negative or belligerent attitude, or demanding reasons when being corrected, repeated or extreme verbal aggression including but not limited to bullying, name-calling, taunting, teasing, or put-downs, inappropriate or sexual contact between students including but not limited to public display of affection, Bus Report (repeated or serious offense) excessive or unexcused absences or tardies, repeated dress code violations or failure to comply with dress code, repeated acts of misbehavior and other serious behaviors as determined by principal.

A student's suspension may be either an in-school suspension or an out-of-school suspension as determined by the principal. A mandatory parent conference will occur with the student, teacher, and principal prior to suspension. At the conference, the Principal explains the reason for the suspension and leads a discussion to plan behavior modifications for the student to avoid future suspensions.

Before a student is readmitted to class, the following must occur:

- (1) any work missed during the suspension must be made up prior to readmittance. Otherwise, said work is susceptible to late work guidelines/protocol outlined on page 16.
- (2) the student and one parent must meet with the principal and/or pastor for a post-suspension conference.

In some cases, other conditions, as determined by school or parish administration, must be met

prior to readmittance including but not limited to a behavior management plan, behavior contract, probationary contract, or a psychological/psychiatric referral and treatment.

The responsibility for determining a student's expulsion is made after serious consideration of all factors by the principal and the pastor. The principal and pastor may deem an action by a student so severe that it would result in immediate expulsion from school. However, the principal and pastor may deem that a pattern of suspensions would result in an immediate expulsion from school.

### **Searches**

All property of the school, including but not limited to, students' desks and lockers, and files on computers or network storage areas, as well as their contents, may be searched and inspected at any time without notice. School personnel have the right to search the above.

### **Communication Regarding Disciplinary Decisions**

If you have questions or concerns regarding a disciplinary decision, contact the issuing teacher via email, note or phone message to discuss your concerns or questions. If you have already contacted the issuing teacher and still have questions or concerns after discussion with the issuing teacher, contact the principal via email, note or phone.

**Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offense against dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of St. Angela Merici school administration. Final disciplinary decisions are determined in the sole discretion of school administration and pastoral staff and may include a combination of disciplinary actions.**

## **School Policies**

### **School Racial Nondiscrimination Policy**

St. Angela Merici Parish School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Cell Phone and Electronics Policy**

No student is permitted to use a personal cell phone in the school building during the school day and school events. All student cell phones and any electronic devices -- including but not limited to MP3 players, games, cameras, iPods, Nanos, CD/DVD players -- must: (1) remain in the student's locker, (2) turned off during the school day, and (3) not be taken out and used in the school building at anytime unless they have permission from a teacher. **Any student with a cell phone or any other electronic device out of their locker without teacher or principal permission will receive the following consequences:**

1. **First Offense:** The cell phone or electronic device will be confiscated, and the student's parent must make an appointment with the principal to obtain the cell phone or electronic device, and the student will receive a Disciplinary Detention.
2. **Second Offense:** The cell phone or electronic device will be confiscated. Principal will meet with student to discuss the new procedure moving forward. The student must drop off his/her

phone by 7:45 daily to the Principal's Office. The student will be responsible for picking it up at the end of the day and placing the phone directly into their book bag. This new procedure will continue until further notice. Parents will be notified of the second offense and the new procedure moving forward. Another detention will be issued.

3. **Third Offense:** The cell phone or electronic device confiscated will no longer be allowed within the school building for the remainder of the school year, and the student's parent must make an appointment with the principal to obtain the cell phone or electronic device.

Repeated cell phone or electronic device infractions may result in additional disciplinary consequences including suspension or dismissal. *Please note that the cell phone policy is applicable even for phone calls or text messages received by students from parents or guardians.*

### **Family/Child Custody Policy**

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Therefore, St. Angela Merici Parish School personnel will send home notices and all communication home with the student. It is assumed that both parents are communicating regarding the student, and that all information will be shared by and between parents. This information includes, but is not limited to, conference appointments, report cards, discussions with school personnel, disciplinary matters, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the student. It is assumed that this information is shared by the parents and between parents. Since the situation frequently impacts the student's achievement and interactions at school, parents are required to inform the principal and teacher(s) of this fact so that appropriate support can be given to the child. The school's personnel cannot proceed on hearsay, rumors or demands of a parent, but only with the appropriate documentation detailed below.

*In cases of an actual divorce decree, the principal must be informed by the residential/custodial parent of this fact; a copy of the most recent entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature must be submitted to the principal. Unless the decree states otherwise, all school communications will be sent home to the residential parent.* Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access the records, the non-residential parent has a right to the same access as the residential parent. We will, unless instructed by a Court Order, release such records upon request to the non-residential parent. Records include official transcripts, report cards, health records, referrals for special services and communications involving major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of the student's residence. In these cases, the custodial parent is required to cooperate with the school and share this information directly with the non-residential parent.

*Further, you should realize that unless restricted by Court Order, any non-residential parent has the right to attend any school activity of the student that includes sports activities and class programs.* Parents are required to keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your students. *In cases of Joint Custody and Shared Parenting Agreements entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the student and this will be shared by and between the parents.*

*Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled jointly if both parents wish to be present. It is required that parents are able to set aside their differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings or misinterpretations.* In cases where joint conferences are clearly neither possible nor desirable by all parents involved, alternate arrangements may be discussed with the principal, subject to approval of both parents, and further reviewed by St. Angela Merici School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should begin at the home of one of the parents and may not begin at the school or on school property. It is hoped that visitation arrangements would reflect the sensitivity of both parents to consistency and routines that foster security and allow for school responsibilities and homework to be taken care of during the school week.

### **Consent and Release of Liability for Media Use**

In order for the school to use a student's photograph, audio, video, name, image, spoken words, student work, and/or performance in any form to display, release, exhibit or distribute the same, a completed and signed Consent and Release of Liability for Media Use must be signed and on file in the school office. Please note that if this consent is not granted your child may not be included in any class picture or in the yearbook nor may his/her school work be displayed on bulletin boards in the classroom or school.

### **Personal Property Policy**

Students are not to bring valuable personal property on the school or parish premises. All personal property that a student brings onto the school or parish property is at the risk of the child and the school is not responsible for its loss, theft or damage.

### **Sexual Harassment and Sexual Violence Policy**

#### PURPOSE

St. Angela Merici Parish School is firmly committed to a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Angela Merici Parish School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

#### SEXUAL HARASSMENT

For the purposes of this policy, sexual harassment includes but is not limited to the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance in regard to what may constitute sexual harassment.

Isolated incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as deemed above) are to be reported to the teacher and the principals. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the age of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principals conference
- Written warning/reprimand and parent notification, entered into the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

### SEXUAL VIOLENCE

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence or abuse occurs, the principals, pastor, or other school authority is required under state law to report the incident (O.R.C.2151.421). The Department of Children Services and the police will be contacted immediately if there is any knowledge or suspicion (O.R.C.2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when the recipient

- is physically touched without his/her consent in a sexual manner;
- is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or
- is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C.2907.03), Rape (O.R.C.2907.02), Importuning (O.R.C.2907.07), Voyeurism (O.R.C.2907.08), Public Decency (P.R.C.2907.09), or Felonious Sexual Penetration(O.R.C.2907.12) as examples.

In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

In accordance with Diocesan policy, certified teaching staff, volunteers, coaching staff and school/church personnel will participate in VIRTUS training, a program designed to aid in the assistance of identifying, preventing, and addressing sexual abuse and molestation.

### PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principals or other designated impartial administrator. The complaint shall be as specific as possible regarding details. Complaints made by school employees shall be in writing.

2. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment
4. The need for confidentiality shall be stressed.
5. Reprisals will not be tolerated against complainants, witnesses, or individuals involved in the investigation.
6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

### **Sexual Harassment Investigation Procedure**

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principals to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge, or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator shall immediately notify the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent recurrence of the harassment.

### **Searches Conducted by School Personnel Searches of School Property**

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

#### **SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY**

The search of a student's person or handbag currently being carried is permissible when there is any

suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as but not limited to, any weapon, illegal drugs, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

### CONDUCTING THE SEARCH

1. School administrators must always have another school authority present when a search is conducted.
2. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained until parents are contacted and arrive.
3. Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.
4. If a weapon or other dangerous ordinance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual. See related Weapons, Youth Gangs and Drug Policies.
5. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.

### **Drugs or Alcohol Abuse**

Policy Regarding Possession, Sale, Attempted Sale, Transmission, Use or Abuse of Drugs or Alcohol, Hallucinogens, or Other Controlled Substances

Alcohol and drug abuse are serious societal problems, which do not respect any group or age and the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we in an effort to provide a drug-free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the general school population as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have, or be under the influence of, tobacco, alcohol, or drugs, or if the student has drug paraphernalia in his/her possession while on school property, on the bus, or during off-campus activities sponsored by the school. If appropriate, the police will be notified. A mandatory conference with parents will be arranged before the student returns to school.

**Vaping Policy** - vaping has become a new problem that we are seeing at the high school and middle school levels. Students possessing vaping accessories or materials or those vaping on school premises or during school sponsored events, will be subject to suspension and potential expulsion from school.

Intervention by trained professionals may be required as a condition for the student to remain at St. Angela Merici School. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principals and teachers, and an appropriate course of action will be decided upon. Parents who are aware of chemical dependency or similar problems

with a student are to inform the school so that together we can assist the student in overcoming this dependency.

The principal and pastor may impose disciplinary action for violations of any school policy.

### **Weapons Policy**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, St. Angela Merici Parish School expressly prohibits the use, possession, sale, or discharge of any weapon or look-alikes, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to any weapon, firearm, knife, deadly weapon, or explosive, incendiary device or object, capable of inflicting harm or objects designed to expel air/gas projectiles. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principals or other administrators may contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

In or out-of-school suspension may occur pending the investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's continued enrollment at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

### **Gangs**

**YOUTH GANGS and GANG-RELATED ACTIVITIES ARE PROHIBITED.** A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes, but is not limited to:

- recruitment,
- initiation,
- a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang,
- displaying gang markings or slogans on school or personal property or clothing,
- having gang tattoos,
- possessing literature that indicates gang membership,
- fighting, assault, hazing, extortion,

- establishing turf,
- use of hand signals, gang vocabulary and nicknames,
- possession of beepers or cellular phones,
- possession of weapons or explosive materials,
- possession of alcohol, drugs, drug paraphernalia,
- attendance at functions sponsored by a gang or known gang members,
- exhibiting behavior fitting police profiles of gang-related drug dealing,
- being arrested or stopped by police with a known gang member,
- selling or distributing drugs for a known gang member,
- helping a known gang member commit a crime, or
- any other action directly resulting from membership or interest in a gang.

### Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated
- A Behavior Contract will be prepared stating the conditions for the students to remain in the school
- Students may be referred to counseling (personal and/or family)
- Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county
- Students may be referred to outside agencies or programs for treatment when the use of drugs or alcohol is involved
- Students may be referred to the Task Force on Violent Crime
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities
- Students may be suspended and/or expelled as already outlined in the school discipline policies
- Parents/students will be held liable and financially responsible for all forms of vandalism

### Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### Related Policies

In order to prevent the onset of gang-related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the school handbook
2. Discipline policies and consequences as defined in the school handbook
3. The right of school authorities to search lockers, student book bags, student desks, and upon request, personal property if suspicion of gang involvement exists. Note: These items may also be searched for probable cause outside the boundaries of gang-related suspicions.

4. Policies and procedures relative to scheduling, supervision, and attendance at and participation in school/parish sponsored events, held during the school day, during the evening or on weekends, whether held on parish property or at other public facilities
5. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities

#### Prevention

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principals. These may include, but are not limited to, guidance programs, and parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

## **Pregnancy Policy**

#### Principles:

Two sets of principles are to be applied in the situation of adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching of respect for human life. The second set of principles applies to effective school management.

#### Principles of Respect for Human Life:

These principles apply to the moral teaching of the Catholic Church on the sanctity of the human person. In the situation of student pregnancy, these principles refer to the teaching on the sanctity of human sexuality, the sacrament of marriage, the dignity of the unborn child, and the care that must be extended to the pregnant student and the father.

In applying these principles, the specific topic of premarital sexual activity, while not entirely irrelevant to the episode of the pregnancy, is not to become the focus of attention in dealing with the pregnancy.

The principles on the dignity of human life are directed to the mandate from Jesus in the Gospel, to mercy, kindness and compassion for each person, regardless of the circumstances that may contribute to their state or condition.

These principles are compelling in that the very essence of the church is to be the living presence of a loving God, a presence addressed to individuals in their human condition.

Together, these two sets of principles flow from the call of the Church to respect human life and dignity, and together, these principles provide one part of the framework to resolve the issues presented when a student, male or female, is involved in a pregnancy in the school setting.

Saint Angela Merici School is convinced of the values and dignity of human life. If a girl becomes pregnant while in school, she is dealt with individually and treated with charity. Every measure is taken to preserve this life and the reputation of the students involved. This is derived from the Diocesan policy that is available through the office.

## **AIDS Policy Regarding Students**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings, provided

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities
2. The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk
3. The child does not have open sores, skin eruptions or any other condition which prevents his/her control of bodily secretions
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities

At St. Angela Merici Parish School, the pastor and principal will confer with the appropriate persons and consult with the regional superintendent before the pastor makes the final decision regarding admission.

Parents and guardians have the obligation to report to the school administration when any child is diagnosed as having AIDS, ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency that causes AIDS, also known as HLTVII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principals (after consultation with proper authorities) may limit the child's participation in school activities.

A student with AIDS who is excluded from the parish school or the religious program in the parish school shall be provided with an alternate means of catechesis.

## **Wellness Policy**

### **Rationale**

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community. A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle supporting both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes call us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants. Wellness is compatible with limitations. We must be patient with our own limitations and tolerant of the limitations of others. Proper nutrition, health practices and physical activities involve respectful and responsible collaboration. It is expected that students will learn to make choices related to health and fitness based on Christian values. Thus each student will develop as "a healthy person who is respectful of life, practicing good health habits, committed to reaching one's full potential and a

good sport.” (Profile of a Catholic School Graduate)

#### Statement of Policy

In accordance with the Diocese of Cleveland, St. Angela Merici Parish School is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

#### Commitment to Nutrition

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Provide nutrition education programs for students in grades kindergarten through 8 that are interactive and teach skills needed to adopt healthy eating behaviors.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items, whole grains, fresh fruits and vegetables, and reduced-fat dairy products.
- Provide consistent nutrition messages throughout the school including classrooms, cafeteria, and extracurricular activities.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Link nutrition education activities to health programs through St. Angela Merici Parish School Wellness initiatives.
- Promote nutrition education activities involving students, staff, parents, and community.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.

#### Commitment to Comprehensive Health Education

Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substance

#### Commitment to Physical Activity

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.

- Provide recess after the lunch period as scheduling permits.
- Promote school-wide challenges in conjunction with charitable events such as Jump for Heart.
- Encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family functions.
- Provide training to enable teachers and other school and community staff to promote enjoyable, lifelong physical activity among students and staff.
- Encourage wellness initiatives for students, staff and school families.

#### Commitment to Healthy School Environment

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal relative to healthy lifestyle practices throughout the school setting.
- Promote healthy eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., parent-teacher conferences, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11:00 AM and 1:00 PM.
- Make available drinking fountains or other accessible drinking water so that students have access to water at meals and throughout the school day.
- Refrain from using food as a reward or punishment for student behaviors.
- Promote an awareness of mental health impacting the overall wellness of students.

#### Commitment to Implementation

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of the wellness policy in conjunction with the ongoing OCSAA accreditation process.

Diocesan Policies  
**Student Acceptable Use Policy**

**St. Angela Merici Parish School** makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **St. Angela Merici Parish School's** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages. *Recognizing that this is a school setting, the presence of minors in all SAM digital learning sessions is a given. Cameras in each of the synchronized K-8 classrooms will be positioned to focus primarily on the teacher. To protect and maintain the privacy of all parties involved, SAM will not record Zoom sessions at any grade level. In addition, all participants and participating families are strictly prohibited from recording any images, video or still-frame, during an SAM digital learning session.*

**Definition of school technology system:** The school systems and networks (collectively, "System") are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants ("PDAs"), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) ; and
- new technologies as they become available

**Acceptable Use:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with the Student Code of Conduct.

**Privilege:** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal

telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. **Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as email, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Students Access:** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
  1. Use only assigned accounts.
  2. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  3. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  1. Observe all network security practices as posted.
  2. Report security risks or violations to a school administrator, teacher or network

- administrator.
3. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  4. Conserve, protect, and share these resources with other students and Internet users.
  5. Get appropriate approval before accessing the network with personal devices.
  6. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
1. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  2. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
1. Communicate only in ways that are kind and respectful.
  2. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  3. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  4. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  5. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  6. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  7. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  8. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts.. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- a) Video conference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
- b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a video conferencing session without prior written approval from teacher or school administration.
- e) Students shall not save, share, post or distribute in any way any part of a videoconferencing

session or any photos or audio recording from a video conferencing session without prior written approval from teacher or school administration.

- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. Internet access is filtered by **St. Angela Merici Parish School** on personal telecommunication devices in the same manner as **St. Angela Merici Parish School** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit the use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All **St. Angela Merici Parish School** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. **St. Angela Merici Parish School** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **St. Angela Merici Parish School** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **St. Angela Merici Parish School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing the Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

### **Anti-Harassment, Intimidation, and Bullying Policy**

St. Angela Merici Parish School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Angela Merici Parish School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic, or physical acts (including electronically transmitted acts: i.e., Internet, cell phones, personal digital assistant (PDA), or wireless handheld device) either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any

school-sponsored activity, on school–provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s)/school personnel.

St. Angela Merici Parish School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer, shall not intimidate or harass another student, a school employee, or volunteer through words or action whether in the classroom, on school property, to and from school, at school sponsored events, or from any computer not on school property.

#### Definition

“Harassment, intimidation, or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibit toward another particular student, school employee, or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other, and;
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other. Such behavior includes overt intent to ridicule, humiliate, or intimidate another student, a school employee, or volunteer. Examples of conduct that could constitute prohibited behavior include:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - a. Posting slurs on Websites where students congregate or on Web based blogs or apps (personal online journals or diaries);
  - b. Sending abusive or threatening instant messages;
  - c. Using camera phones to take embarrassing photographs of students and posting them online.
  - d. Using Websites to circulate gossip and rumors to other students;
  - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principals to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - a. Tell a teacher, counselor, or principal; and
  - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:

- What, when, and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

## THREATS OF VIOLENCE

### KINDERGARTENER OR FIRST GRADER

1. Contact the parent/guardian of the child.
2. Ask questions about other signs of aggressive or changed behavior on the part of the child.
3. Ask if there are weapons in the home, which are accessible to the child.
4. Parents/guardians should seek counseling for the child.

### GRADES 2-8

- Any and all student threats to inflict harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal(s) or teacher. If the threat appears real and imminent, the threat should be reported to the certified staff member who is in the nearest vicinity to the occurrence.
- Police should be notified immediately.
- The student should be kept in the principal's office or conference room or other secluded, supervised area until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and if deemed necessary not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
- The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal(s), copies of any drawings or writings, disciplinary history of the student's behavioral concerns, and the names of any known victims or potential victims. The principals shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principals to the mental health care professional. The evaluation and report shall be made available to the principals who will share them with legal and/or mental health care consultants and administration assisting the principals in his/her decision regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school. He or she shall provide the principals with a copy of this assessment and inform the principal(s) if therapy, counseling, or treatment will be needed and/or provided.
- Any adult or the parent/guardian of any student(s) who have been verbally mentioned as potential victims or listing in writing as potential victims should be contacted immediately.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and

parental permission is granted.

· Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principals and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

**DURING THE COURSE OF THE YEAR POLICIES MAY BE  
ADDED, REVISED, OR DELETED BY THE ADMINISTRATION.  
PARENTS AND STUDENTS WILL BE DULY NOTIFIED OF ANY CHANGES.**

### **Other Policies**

The following Policies of St. Angela Merici Parish School are posted on Gradelink under the section "School Policies and Handbook" and/or the parish website: samparish.org.

- St. Angela Merici Parish School Food Allergy Policy

*All parents and students are expected to follow both the spirit and the letter of the rules and regulations listed herein. Retain this handbook for the entire school year and use it as a reference. Changes to this handbook may be made at any time at the discretion of the school and/or parish administration through written notification to parents. Implementation and interpretation of the provisions in this handbook rests with the principal. The principal's interpretation of the provisions in this handbook shall be the final and authoritative interpretation.*



**Go Bruins!**